Gifts to Dayton Memorial Library

Date: _______________

Donor's Name: ________________________________
Mailing Address: ____________________________________

Phone: ____________________

Member of Regis University staff or faculty?  Yes ___ No ___

Type of Gift:  Books _____ Periodicals _____ Other _____

Description of gift: (e.g., main subject areas) ____________________________________

Received by: ____________________________ (Member of Library Staff)

(Complete the upper portion of this form and send, with gift items, to Acquisitions)

(The following information should be completed by Acquisitions Staff only)

Number of items:
Hardback Books ___________
Paperback Books ___________
Other Materials (describe) ___________

Comments: ____________________________________
_________________________________________________________________________

(Send completed form to Library Director's Office)

Acknowledgement letter sent (initial & date)