

**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)