Waitakere City Council
Te Taiao o Waitakere

WAITAKERE LIBRARY & INFORMATION SERVICES

Ngā Kākano Mātaurangā O Waitākere

DONATION FORM

Waitakere Library & Information Services

Please use this form for books and items dropped off at the Library. If a donor wishes to discuss matters concerning their gift, or if they wish to leave material with a Collection Management staff member, please refer them to David Dromer, or Anchen Jetschko respectively Collection & Service Development Manager & Team Leader .
Ph: 836 8000 ext. 7802 or 7835, Waitakere Central Library, Henderson, during office hours.

Please have donors sign this form. If the donor wishes, make a photocopy of this form as a receipt & send original with items to Support Services. Please give donors a copy of the donor thank you note.

Date: ____ / ____ / 20____

Name of donor(s): _____

Contact details of donor(s) / Address: _____

_____

Phone/Mobile No.: _____ Email: _____

Staff member receiving material: _____

Please forward this form with the material to Collection Team, Waitakere Central Library,

3rd Floor,3 Ratanui Street, Henderson, Waitakere City

Item/material consists of (please circle):

Books Fiction	Books Non-Fiction	Magazines	**Other (Describe briefly below)**

Description:

Quantity: No. of boxes: _____ or items (approx): _____

I/We the undersigned have authority to donate this material/item to Waitakere City Libraries & Information Services. I understand that items donated to the library collection may be passed on to another institution or organisation, or discarded in accordance with Library policy. I understand that if this material/item is to be added to the Library Local History Collection I will be contacted by a Library staff member and asked to complete a formal deed of gift.

Signature of donor/s Date

Signature of staff accepting donation for Waitakere Library & Information Services Date