Lancaster Bible College  
Charles and Gloria Jones Library 
Intercampus Donation Form

This form is only to be used for items being donated to the library that were purchased for (no reimbursement necessary) or donated to your department / office. Do not use this form if you are donating personal items.

Name of contact person _____________________________________________

Department / Office ____________________________

Phone Number _____________________ Date___________________________

If you are donating both regular and purposeful items at the same time, please separate the items accordingly and fill out two forms.

☐ Regular Donation
We have no special instructions regarding the use of these items (add to collection, put into book sale, etc.).

☐ Purposeful Donation
If added to the collection, these items would be useful to students (providing the library does not already hold the items).
This form is only to be used for items that were purchased by your department / office that you now want to transfer to the library. By filling out this form you are requesting reimbursement (which will charge the cost to a library departmental account). The library will not reimburse for items already held.

Name of person to be reimbursed _____________________________________________

Department / Office ________________________________________________________

Phone Number _____________________________ Date ___________________________

The purchased item(s) and accompanying receipt(s) should be delivered in person to Deb Hunt.
Intercampus Donation & Transfer Policy

From time to time offices and departments are renovated, cleaned out, or rearranged, and this results in a collection of items to potentially be donated to the library. There are also occasions when items are purchased for the library at a conference or workshop and reimbursement is desired. Here are the forms and procedures to be used on these occasions.

Donations should support the College's mission and vision. In most cases, donations should be scholarly in nature. When donating items, please understand that the library staff will determine whether or not the items are needed for the collection. Please complete an Intercampus Donation Form every time you donate items to the library. If you feel that an item would be of particular value to students, you can indicate this on the Intercampus Donation Form by marking the Purposeful Donation box. If you are donating both regular and purposeful items at the same time, please separate the items accordingly and fill out two forms. Any items which are not needed may be made available to the community through the library’s book sale.

If you attend a conference or workshop and you purchase items for the library, please complete an Intercampus Transfer Form and deliver the items in person to Deb Hunt. By filling out this form you are requesting reimbursement (which will charge the cost to a library departmental account). The library will not reimburse for items already held.

SPECIAL NOTE: If you have Lancaster Bible College publications or items to donate, please use the Records Transfer Form and policy found on F:\ShareGrp\LIBRARY\PUBLIC\Archives.SpecialCollections (folder).

We do not accept:

- Books that are published for sole use as textbooks
- Damaged books (including books with evidence of water damage, insect damage, or mold)
- Single issues and back runs of journals and magazines
- Videocassettes
- Audio cassettes
- General encyclopedias (World Book, Britannica, etc.)
- Fiction published more than 5 years ago
- Curriculum published more than 5 years ago
- Items that contain excessive highlighting, underlining, or annotations
- Superseded or outdated editions
- Computer software
- Computer and software manuals
- Self-published books
- Condensed books
- Vinyl recordings
- Music CDs