



Heartland Community College
Normal Campus: 1500 W. Raab Rd.
Normal, IL 61761
Phone: (309) 268-8291
Fax: (309) 268-7989
Email: library@heartland.edu
Web site: www.heartland.edu/library

Heartland Community College Library Gifts Policy Form

I understand this gift of _____

presented to Heartland Community College Library on _____ will be examined by the Library Staff and dealt with in the same manner as prescribed in the Collection Development Policy for materials purchased by the Library. The Library reserves the right to dispose (disposal can mean sending materials to local public libraries or selling the items for the Library's benefit) of any materials that do not follow the policies and procedures set forth in the Collection Development Policy of the Library.

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Signature: _____