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GIFT MATERIALS POLICY STATEMENT AND AGREEMENT**

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1. Donors must contact UNE Library Services, 1-207-602-2363, in advance of delivering gift materials. Gifts can be accepted only after they have been examined. Gifts left without prior notification and acceptance may be rejected and discarded.
2. UNE Library Services does not make bibliographies or lists of gift materials for the donor's use. Donors who want bibliographies or lists should prepare them before giving gift materials to the UNE Library Services.
3. UNE Institutional Advancement will send a letter of acknowledgment and thanks to the donor, stating the total number of materials donated.
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