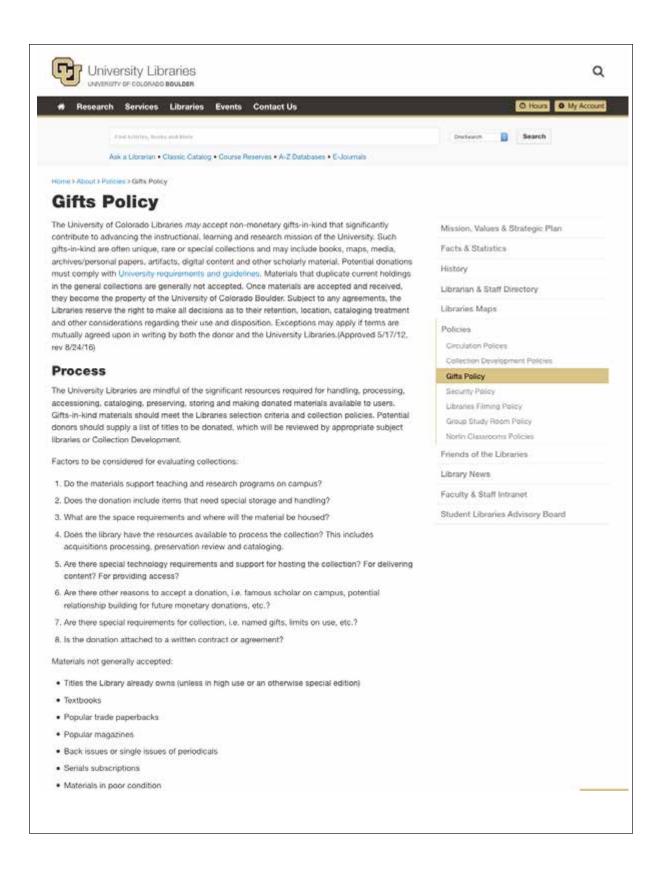
Gifts and Donations Policies

UNIVERSITY OF COLORADO BOULDER LIBRARIES

Gifts Policy

https://www.colorado.edu/libraries/about/policies/gifts-policy



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Exceptional Gifts-in-Kind

Donations of collections that are exceptional in nature and outside of routine gifts-in-kind must undergo a wider review process. This includes content that may require special handling, nonroutine technology support, added costs to acquire or catalog or other additional resources. Such donations must be evaluated in consultation with members from departments or units that will be affected by the potential acquisition, such as Libraries (T. Metadata Services, etc., and will require additional approval by the Libraries management. Some factors for consideration are listed below.

Exceptional gifts-in-kind may include:

- · print collections of more than 1,000 volumes
- . collections of mixed media, multi-formats or digital content
- · content with specific technical requirements and hosting needs
- . items or collections that have significant dollar value, over \$5,000
- · collections of a foreign language outside of in-house expertise

After all parties have reviewed the potential donation, the subject specialist or department director must write a proposal to be forwarded to the Executive Committee. Final acceptance of an exceptional gift-in-kind must be approved by the Executive Committee.

Documentation

- Once an agreement has been reached with a donor to accept a gift, the Donation Review form must be completed and forwarded to Acquisitions. This form provides the information needed for receiving and processing and is needed for the donor thank you letter.
- A University Gift in Kind (GiK) Acceptance form must be filled out for gifts if the following apply.
 Note: It is the responsibility of the donor to obtain an appraisal as applicable.
 - The gift is valued at \$5,000 or greater OR
 - The donor wishes to take a tax deduction for gifts under \$5,000 OR
 - o The gift is an addition to an existing collection OR
 - The gift has a written contract or agreement attached
- The subject specialist or library official should fill out the form with information from the donor,
 then send it to the Director of Scholarly Resources Development and the Libraries Budget
 Officer, who will be responsible for getting the Dean's and Controller's signatures. A copy of the
 signed GIK form will be scanned into a central database and original documents kept on file in
 Scholarly Resources Development and/or the Dean's Office files. The University Gift in Kind
 Acceptance form must be signed by the Controller BEFORE the gift is received on
 campus.
- Scholarly Resource Development staff will prepare the thank you letter to the donor to be sent
 out from the Dean's Office. Subject Specialists may also want to send a less formal thank you.

Shipping

The faculty member or subject specialist works with Acquisitions and the donor to coordinate shipping and insurance. Donors are generally responsible for the cost of shipping and for providing an estimate of the value of the donation. In some cases Collection Development identifies funds to pay for these costs. Local shipping can often be coordinated with the University Distribution Center.

Preservation

Preservation reviews the condition of physical materials briefly upon receipt, especially if the material will be stored at the warehouse. A fuller review of individual items will be performed as the materials are processed by Acquisitions.

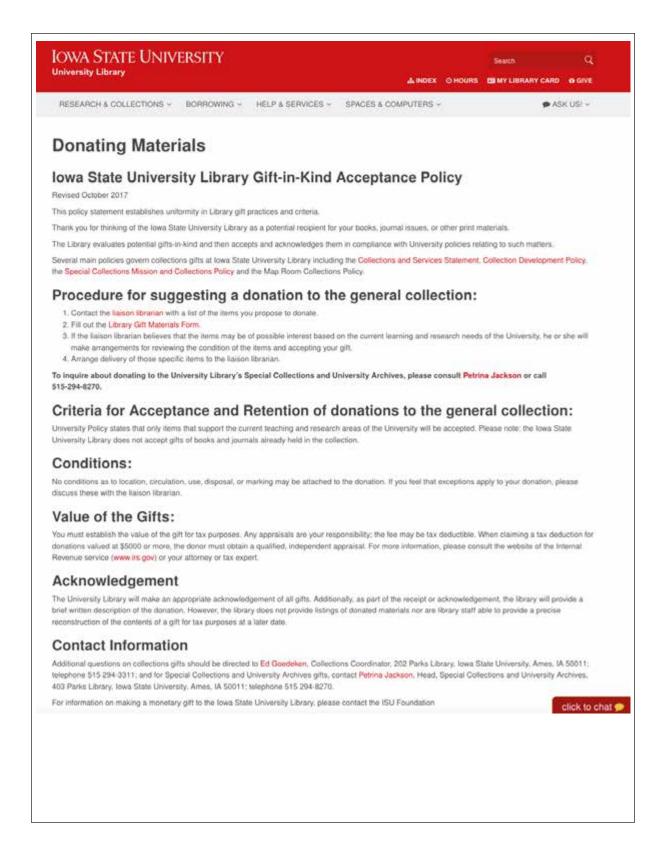
Cataloging

Faculty members sponsoring a donation must communicate with Metadata Services to coordinate cataloging, metadata needs or any assistance to be offered by students or staff outside of Metadata Services. Potential timelines for adding the collection to Chinook may require broader discussion.

IOWA STATE UNIVERSITY LIBRARY

Donating Materials

http://www.lib.iastate.edu/about-library/contact/giving/donating-materials



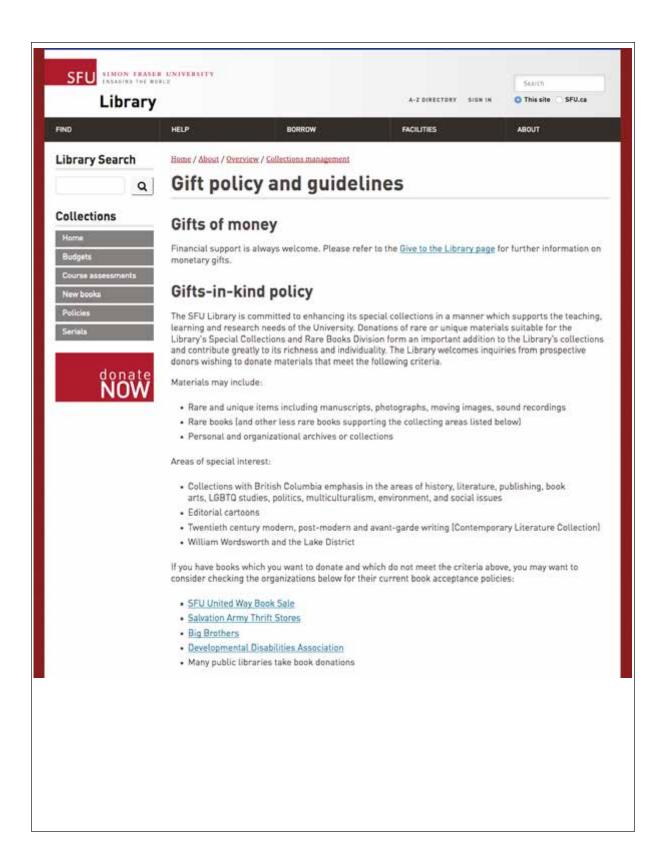
UNIVERSITY OF KENTUCKY Office of Development Sturgill Development Building Lexington, Kentucky 40506-0015

	Phone: (859) 257-3911 Fax: (859)323-1015	
DEED OF GIFT IN-KIND	UK Federal Tax ID # 61-6001218W	
Date Received: Donor's Nan	ne:	
Company Name:		
Address:		
Received by:Name	UK Libraries SCRC College/Department/Program	
a value on your donation and return this for	records of all in-kind donations. Please place rm to the University. If your gift is valued at npanied by an appraisal of the described item. purposes.	
The University of Kentucky did not provide for your contribution.	any goods or services to you in consideration	
DESCRIPTION O	F DONATED GIFT	
Books, journals, and other materials.		
I place a dollar value on this gift of \$ 0.01		
and irrevocable gift, all of my right, title copyright, trademark and associated rights, items I presently own and have clear title to University of Kentucky shall hereafter have	ky, as an outright, unconditional, unrestricted e and interest including but not limited to in and to the items described above, which . In doing so, I understand and agree that the full power and authority to manage, display, ith such items in whatever manner it shall, in	
conserve, dispose of, and otherwise deal wi its sole and absolute discretion, see fit.		

SIMON FRASER UNIVERSITY LIBRARY

Gift Policy and Guidelines

https://www.lib.sfu.ca/about/overview/collections/gifts



SIMON FRASER UNIVERSITY LIBRARY

Gift Policy and Guidelines

https://www.lib.sfu.ca/about/overview/collections/gifts

Acceptance guidelines

Gifts of materials for the Special Collections and Rare Books Division are considered by the <u>Head of Special Collections</u> in consultation with appropriate Librarians or Faculty members as needed. The Library reserves the right to accept or decline prospective donations. Among the criteria used to determine acceptability are:

- · whether the prospective donations fall within the scope of the Library's collections
- whether the prospective donations support the current or emerging teaching, learning and research needs of the University
- · their physical condition
- . the processing and maintenance costs
- restrictions, if any, which prospective donors wish to place on the disposition and use of the material
 offered.

Donation procedures

- A description of the material being offered for consideration is required. For example a list of rare books, moving images, etc., or, a descriptive narrative of an archival collection. Only the material wanted for the collection will be accepted.
- . In some instances, a visit will be made to view the collection.
- If the material is accepted for consideration, arrangements will be made with the donor to physically transfer the material to the library.
- · Upon receipt of the material, a deposit form will be completed.
- Terms and conditions of the donation will be negotiated and formalized in a Collection Terms and Conditions agreement. Monetary donations to help defray the costs associated with processing and preserving donated materials are gratefully accepted.
- All donations become the sole and exclusive property of the Library. As owner, the Library has the right
 to determine: how any gift is to be used, where it is to be located, if it is catalogued, whether it will be
 retained by the Library and how it will be treated if not retained, how long it will be kept in the collection,
 and any other matter related to the gift's use or disposition.

Tax receipts

Many donations to the Libraries are considered charitable donations and may be eligible for tax receipts subject to Canada Revenue Agency guidelines [CRA gifting and receipting]. If a tax receipt is requested, the details [such as eligibility, appraisal, and additional documentation] will be discussed at the time of donation.

Donor recognition

The Library is pleased to consider requests for names to be added to electronic catalogue records and/or for bookplates to be inserted in donated books. These may bear the donor's name and/or the names of those in whose bonour or memory the gift is made.

Donors of archival materials may consent to be recognized in various ways. For example, in the naming of the collection, in the finding aid, in exhibits, in promotional material, or in the description of a digitized collection.

Contact information

Melissa Salrin Head, Special Collections and Rare Books msalrin@sfu.ca

UNIVERSITY OF WASHINGTON LIBRARIES

Gifts Program

http://www.lib.washington.edu/gifts

