


Gifts and Donations Policies



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Gifts Policy

The University of Colorado Libraries may accept non-monetary gifts-in-kind that significantly contribute to advancing the instructional, learning and research mission of the University. Such gifts-in-kind are often unique, rare or special collections and may include books, maps, media, archives/personal papers, artifacts, digital content and other scholarly material. Potential donations must comply with [University requirements and guidelines](#). Materials that duplicate current holdings in the general collections are generally not accepted. Once materials are accepted and received, they become the property of the University of Colorado Boulder. Subject to any agreements, the Libraries reserve the right to make all decisions as to their retention, location, cataloging treatment and other considerations regarding their use and disposition. Exceptions may apply if terms are mutually agreed upon in writing by both the donor and the University Libraries.(Approved 5/17/12, rev 8/24/16)

Process

The University Libraries are mindful of the significant resources required for handling, processing, accessioning, cataloging, preserving, storing and making donated materials available to users. Gifts-in-kind materials should meet the Libraries selection criteria and collection policies. Potential donors should supply a list of titles to be donated, which will be reviewed by appropriate subject libraries or Collection Development.

Factors to be considered for evaluating collections:

1. Do the materials support teaching and research programs on campus?
2. Does the donation include items that need special storage and handling?
3. What are the space requirements and where will the material be housed?
4. Does the library have the resources available to process the collection? This includes acquisitions processing, preservation review and cataloging.
5. Are there special technology requirements and support for hosting the collection? For delivering content? For providing access?
6. Are there other reasons to accept a donation, i.e. famous scholar on campus, potential relationship building for future monetary donations, etc.?
7. Are there special requirements for collection, i.e. named gifts, limits on use, etc.?
8. Is the donation attached to a written contract or agreement?

Materials not generally accepted:

- Titles the Library already owns (unless in high use or an otherwise special edition)
- Textbooks
- Popular trade paperbacks
- Popular magazines
- Back issues or single issues of periodicals
- Serials subscriptions
- Materials in poor condition

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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, non-routine 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 IT, 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
 - 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.

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University Library

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Donating Materials

Iowa State University Library Gift-in-Kind Acceptance Policy

Revised October 2017

This policy statement establishes uniformity in Library gift practices and criteria.

Thank you for thinking of the Iowa State University Library as a potential recipient for your books, journal issues, or other print materials.

The Library evaluates potential gifts-in-kind and then accepts and acknowledges them in compliance with University policies relating to such matters.

Several main policies govern collections gifts at Iowa State University Library including the [Collections and Services Statement](#), [Collection Development Policy](#), the [Special Collections Mission and Collections Policy](#) and the Map Room Collections Policy.

Procedure for suggesting a donation to the general collection:

1. Contact the [liaison librarian](#) with a list of the items you propose to donate.
2. Fill out the [Library Gift Materials Form](#).
3. If the liaison librarian believes that the items may be of possible interest based on the current learning and research needs of the University, he or she will make arrangements for reviewing the condition of the items and accepting your gift.
4. Arrange delivery of those specific items to the liaison librarian.

To inquire about donating to the University Library's Special Collections and University Archives, please consult [Petrina Jackson](#) or call 515-294-8270.

Criteria for Acceptance and Retention of donations to the general collection:

University Policy states that only items that support the current teaching and research areas of the University will be accepted. Please note: the Iowa State University Library does not accept gifts of books and journals already held in the collection.

Conditions:

No conditions as to location, circulation, use, disposal, or marking may be attached to the donation. If you feel that exceptions apply to your donation, please discuss these with the liaison librarian.

Value of the Gifts:

You must establish the value of the gift for tax purposes. Any appraisals are your responsibility; the fee may be tax deductible. When claiming a tax deduction for donations valued at \$5000 or more, the donor must obtain a qualified, independent appraisal. For more information, please consult the website of the Internal Revenue service (www.irs.gov) or your attorney or tax expert.


Acknowledgement

The University Library will make an appropriate acknowledgement of all gifts. Additionally, as part of the receipt or acknowledgement, the library will provide a brief written description of the donation. However, the library does not provide listings of donated materials nor are library staff able to provide a precise reconstruction of the contents of a gift for tax purposes at a later date.

Contact Information

Additional questions on collections gifts should be directed to [Ed Goodeken](#), Collections Coordinator, 202 Parks Library, Iowa State University, Ames, IA 50011; telephone 515-294-3311; and for Special Collections and University Archives gifts, contact [Petrina Jackson](#), Head, Special Collections and University Archives, 403 Parks Library, Iowa State University, Ames, IA 50011; telephone 515-294-8270.

For information on making a monetary gift to the Iowa State University Library, please contact the ISU Foundation

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UNIVERSITY OF KENTUCKY LIBRARIES

Deed of Gift-in-Kind

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 Name: _____

Company Name: _____

Address: _____

Received by: _____ UK Libraries SCRC
Name College/Department/Program

The University of Kentucky must maintain records of all in-kind donations. Please place a value on your donation and return this form to the University. If your gift is valued at \$5,000.00 or above, this form must be accompanied by an appraisal of the described item. Please be sure to retain a copy for your own purposes.

The University of Kentucky did not provide any goods or services to you in consideration for your contribution.

DESCRIPTION OF DONATED GIFT

Books, journals, and other materials.

I place a dollar value on this gift of \$ 0.01 _____

I hereby donate to the University of Kentucky, as an outright, unconditional, unrestricted and irrevocable gift, all of my right, title and interest including but not limited to copyright, trademark and associated rights, in and to the items described above, which items I presently own and have clear title to. In doing so, I understand and agree that the University of Kentucky shall hereafter have full power and authority to manage, display, conserve, dispose of, and otherwise deal with such items in whatever manner it shall, in its sole and absolute discretion, see fit.

Signature of Donor: _____ Date: _____

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Gift policy and guidelines

Gifts of money

Financial support is always welcome. Please refer to the [Give to the Library page](#) for further information on monetary gifts.

Gifts-in-kind policy

The SFU Library is committed to enhancing its special collections in a manner which supports the teaching, learning and research needs of the University. Donations of rare or unique materials suitable for the Library's Special Collections and Rare Books Division form an important addition to the Library's collections and contribute greatly to its richness and individuality. The Library welcomes inquiries from prospective donors wishing to donate materials that meet the following criteria.

Materials may include:

- Rare and unique items including manuscripts, photographs, moving images, sound recordings
- Rare books (and other less rare books supporting the collecting areas listed below)
- Personal and organizational archives or collections

Areas of special interest:

- Collections with British Columbia emphasis in the areas of history, literature, publishing, book arts, LGBTQ studies, politics, multiculturalism, environment, and social issues
- Editorial cartoons
- Twentieth century modern, post-modern and avant-garde writing (Contemporary Literature Collection)
- William Wordsworth and the Lake District

If you have books which you want to donate and which do not meet the criteria above, you may want to consider checking the organizations below for their current book acceptance policies:

- [SFU United Way Book Sale](#)
- [Salvation Army Thrift Stores](#)
- [Big Brothers](#)
- [Developmental Disabilities Association](#)
- Many public libraries take book donations

Acceptance guidelines

Gifts of materials for the Special Collections and Rare Books Division are considered by the [Head of Special Collections](#) 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 honour 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>



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UNIVERSITY of WASHINGTON

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- Gift Delivery Options

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Gifts Program



When the University of Washington was founded in 1861,

its cornerstone was a gift of land from pioneers who valued the role that education plays in building a better world. Today, their optimism and belief in unlimited possibilities is manifested in a world-class public university with a world-class library. You can carry forward their bold vision by making a gift of materials to the UW Libraries.

For information on how to make a non-cash gift that will support our students and faculty, contact:

Carolyn H. Aamot
Head, Gifts Program / Content Manager

- 206-543-1859 voicemail
- Monday-Thursday, 9:00 a.m. - 5:00 p.m. PST by appointment.

Conditions, Use, Acknowledgment

Upon receipt, all gift materials become the property of the University of Washington Libraries. The Libraries reserves the right to determine retention, location, cataloging treatment, preservation, and other considerations relating to the use and disposition of gifts. Materials not selected for addition to our collection may be donated to other institutions, sold, recycled, discarded or otherwise disposed. Proceeds from the sale of unwanted materials are used to benefit the University Libraries.*

We endeavor to accept only those materials that are in good condition and that will enrich or refresh our collections in support of the needs of our academic and research community. Items may be added to our holdings as first, additional, or replacement copies. Be assured that your gift will be handled responsibly and with care. Each item will be evaluated for addition to our holdings by highly trained staff and subject specialist librarians. We regret that we are not able to notify donors of the final disposition of their gifts or return items not added to our collection.

The University Libraries is committed to providing socially and environmentally responsible disposition of gift materials not needed for our collection. Whenever possible, we share or trade useful surplus gift materials with other libraries. We also recycle materials that we are not able to redistribute. Although we are not able to accept gifts for the sole purpose of redistributing them, the Gifts Program staff will gladly suggest alternative opportunities for giving.

Each gift to the University Libraries is acknowledged. Acknowledgment letters typically include the date of receipt and a brief description of the gift. We recommend that our donors prepare a detailed inventory and include a copy with their donations to support their charitable tax deductions.

*The UW Libraries no longer holds book sales.

Help support processing costs •