

## **Gifts**

### ***Responsibility for Accepting Gifts***

The library director and the subject librarians make the decision to accept gifts for addition to the Curry Library collection. When gifts are sizable or potentially rare or valuable, the Dean of Academic Affairs' approval is necessary. Gifts of manuscripts or archival materials must be referred to the Archivist.

Accepting or refusing a gift is a sensitive matter. If a person thinks that the items they have are worth donating to the Library, it is important to explain to prospective donors how their gifts fit or do not fit into the Library's collection. It is also important not to alienate our alumni, trustees, or faculty.

### ***Appraisal of Donations***

Potential donors must be advised that due to IRS rules, the Library cannot make monetary appraisals of donated materials. The librarians can advise donors that many services exist to help them place a value on their donations. Although the Library does not provide appraisals, an inventory of all gifts that are accepted for the Library's collection must be made.

For gifts that require a Deed of Gift, the archivist will process these deeds. In most circumstances, donors are responsible for sending gifts to the Library. In certain cases, the Library will pay for packing and shipping of gift items. These arrangements should be made in advance by library staff.

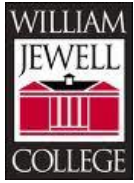
### ***Acknowledgements***

Donors will be sent written acknowledgements in a timely fashion, unless they specifically request that no acknowledgement be made. A listing or count of the items donated, their condition, and the date they were received must be stated in the letter.

Additionally, donors will be offered the opportunity to place a "Bookplate" in the verso of the books they donate with wording of their choice.

### ***Deeds of Gift***

The Deed of Gift is a document that conveys the gift material to the Library without any encumbrances, including copyright or ownership issues. It spells out any terms or conditions of the gift and provides a clear title to the material. The archivist is responsible for issuing the Deed of Gift and keeping the master files on these gifts.



### ***Accepting Large Collections***

Large gift collections can be accepted only after proper consultation has been made with the Library Director. In these cases, the Library must arrange for transportation and processing, as well as temporary and permanent housing.

### ***Disposition of Gift Materials***

It is the responsibility of the librarian working with the donor to advise him or her that:

- Not all donated materials will necessarily be added to the Library's collections.
- Any donated items not added to the Library's collections may be put on the free book cart, sold to dealers, shared with other university libraries, or otherwise disposed.
- Donated items not selected cannot be returned to the donor.