

GIFT ACCEPTANCE POLICY

Donated items accepted by William Jewell College should meet the guidelines established by the Charles F. Curry Special Collections and Archival Collections Development Policy (Section 8.2). They should clearly relate to the history of William Jewell College or the mission of the Special Collections.

Manuscript, archival, and book or published items are acceptable for the archival collection. If the condition of the donated item is so poor as to inhibit use, it may be rejected as a gift. The Curry Library accepts gifts from individuals, groups, and institutions. The library does not actively solicit archival or special collections, but accepts appropriate donations.

As the accession process on a donation begins, it may be rejected if there are already numerous copies of the gift item. The Library follows a general rule of maintaining two copies of published materials on hand but is not required to accept multiple copies that it deems redundant. The Library reserves the right to de-accession multiple copies at a later date.

Artifacts which relate to the history of the College or local history are accepted on a limited basis. The items will become a part of the College's artifact collection. The items are available for displays in the Library and for library users to view when requested in the Archives Reading Room.

William Jewell College reserves the right to refuse any gift donation on the basis of content, format, size, or condition. The Special Collections and Archives of the Library have a limited amount of space and minimal preservation capabilities. Some donated collections may be refused if they can be better preserved and would be more accessible at another institution.

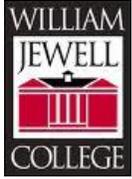
When a donation is received, it will be sorted by staff to determine if it is appropriate for the collection. If the materials fit both the collection and donation policies, a deed of gift will be filled out to transfer ownership to the Library. If not all materials are deemed desirable, they will be set aside and the donor will be given the opportunity to retrieve the items that will not be included in the collection.

DEED OF GIFT POLICY

A Deed of Gift form should be filled out at the time of donation. The form requires a description of the donated material, name, and address of the donor, a library rights statement and the date and signature of staff member accepting the gift. The staff member completing the form should provide the donor with a photocopy of the completed form. For more valuable collections, a more extensive legal Deed of Gift form may need to be established. This form will be used at the discretion of the archive librarian.

The Curry Library does not provide monetary evaluation of the gift for tax purposes or other reasons.

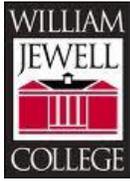
The Deed of Gift form is kept with the accession record for the item(s) donated.



GIFT ACKNOWLEDGEMENT POLICY

It is the Library's policy to acknowledge to the donor the Library's appreciation for their donation. A formal letter of thanks will be sent to the donor. A form letter can be used for small donations, but it is best to write a letter thanking the donor for the specific items that they added to the collection. This indicates sincerity on the part of the college and is more personal.

If items are received by the Library and the donor is not identified, acknowledgement is not possible. When a donor is unknown, accession and acknowledgement is left to the archive librarian's discretion.



William Jewell College

DEED OF GIFT TO CHARLES F. CURRY LIBRARY

By these presents I irrevocably and unconditionally give, transfer, and assign to the Charles F. Curry Library and any successor by way of gift, all right, title and interests (including all copyright, trademark and related interests and all rights to copyright), permanently and forever, in, to, and associated with the object(s) described below. I affirm that I own said object(s) and that, to the best of my knowledge, I have good and complete right, title, and interest (including all transferred copyright, trademark and related interests) in the object to give, and that right, title and interest is free and clear of all liens, encumbrances, and restrictions.

Descriptions of object(s):

Donor Name: _____

Address: _____

Telephone: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

Public Notary: _____ Date: _____

The Charles F. Curry Library hereby acknowledges receipt of the above Deed of Gift

Signature: _____ Date: _____

Director

Witness: _____ Date: _____