TITLE:	**Gift Policy**	REVISION:	**A**
WRITTEN BY:	**Doug Way**	DATE:	**1/08**
APPROVED BY:	**Library Council**	DATE:	**1/08**
DEPARTMENT:	**Collection Development**	PAGE 1 OF 2	

PURPOSE: To define a policy for accepting gifts into the libraries.

GIFT POLICY

The University Libraries welcome the donation of materials to be considered for inclusion in the Libraries' collections from faculty, faculty emeriti, students, alumni, staff, and community members.

All materials donated become the property of the University Libraries. Donated materials are reviewed by the collection development librarian or the appropriate subject liaison librarian(s). Items determined to be of substantial value, interest, or rarity may be designated for Special Collections. The University Libraries will make the final decision about the disposition of all donated materials. Materials that do not meet the scope or focus of the University Libraries' collection development policies or that are in poor condition will not be added to the collection. These materials may be sold, donated or recycled at the Libraries' discretion. Donated materials not added to the collections will not be returned to donors.

The University Libraries will provide a letter of acknowledgement for donors who fill out a *Donation of Library Materials Form*. For donations valued at more that $5000, donors will provide the University Libraries with a valuation from a qualified appraiser. Because IRS regulations do not allow an institution receiving a gift in kind to assign a monetary value for tax purposes, donors are responsible for any estimates used for tax deductions. Appraisals of materials need to be completed prior to the delivery of materials to the University Libraries.

The Libraries generally cannot accept donations of journals and magazines. Donations of select scholarly journals may be accepted to fill in gaps in the collection.

The Libraries are unable to accept materials in poor condition, including materials with defaced text. Items that show evidence of mold, mildew, pests, significant embrittlement, or disrepair are routinely declined. The Libraries are also unable to accept the following kinds of materials:

- Textbooks
- Complimentary desk copies
- Popular paperbacks
- Sound recordings
- Outdated science or health materials
- Incomplete media kits

Donation of Library Materials Form

The GVSU Libraries gratefully acknowledges the receipt of this gift from:

Name:_____

Address:_____

Telephone Number(s):_____

Email address:_____

Description of Donation:_____

_____

_____

Value of Material (optional):_____

Method of valuation (Please attach a written appraisal for gifts of $5000 or more):

_____

I have read and understand University Libraries' gift policy.

Donor Signature: _____Date: _____