

WESTERN LIBRARIES GIFT-IN-KIND FORM

Thank you for your interest in Western Libraries. Western Libraries does not accept gifts for the circulating collection, except as noted on the reverse. Gifts permitted by the exceptions are accepted by the Dean (Mark Greenberg, Mark.Greenberg@wwu.edu), Director of Collections (Madeline Kelly, Madeline.Kelly@wwu.edu) or designee. Gifts are not accepted without prior agreement.

By completing this Gift-In-Kind form, the Donor agrees to the terms of "Western Libraries Gifts Policy" on the reverse page.

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I. Gift Value

_____ I do not wish to value my gift

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**Note: Required for acknowledgement by the Western Washington University Foundation. If more than \$5,000, tax regulations require an independent, professional appraisal.*

II. Please tell us how you would like your gift acknowledged:

_____ No acknowledgement is desired

_____ E-mail

_____ A personal letter

_____ A note in the online catalog indicating "Gift of _____"

DONOR:

(Signature)

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WESTERN LIBRARIES GIFTS POLICY

General

Western Libraries does not accept gifts for the circulating collection, except as noted below. Donations may be accepted by Heritage Resources at the discretion of Heritage Resources personnel.

- The Libraries may accept single copies of works authored or edited by current students, alumni, or current or retired Western personnel.
- The Libraries continues to honor existing, formal donor agreements and accepts recurring donations associated with these agreements. Donors unsure whether they meet these parameters should contact the Dean or Director of Collections.
- All donated materials must be in good condition, free from damage or marking.

Acceptance

Gift items must be approved by the Dean, Director of Collections, or designee and scheduled in advance with Collection Services personnel. Gifts are not accepted without prior agreement.

Once donated, all gifts become the property of the university and will not be returned. The Libraries reserves the right to accept items and later deaccession them from the collection. The Libraries cannot guarantee a particular schedule for processing gifts and making items available to the public.

Restrictions

Gifts with restrictions such as separate housing, perpetual retention, insertion of book plates, return of items not added to the collections, or restricted access are not accepted. Exceptions to this policy are considered only in special circumstances and must be approved by the Director of Collections or their designee in advance of the donation.

Acknowledgement

Gifts are acknowledged, if requested. The acknowledgment is maintained in university records.

Appraisal

Western Libraries does not appraise donations. The IRS requires an independent, professional appraisal if the Donor plans to claim a charitable deduction above \$5,000. Western Libraries is not able to assist the Donor in finding an appraiser who might be consulted. Tax implications of gifts are the responsibility of the Donor.

By donating gifts to Western Libraries, the Donor agrees to the terms of this policy and has completed and signed the "Western Libraries Gift-In-Kind" form on the reverse page.