

WESTERN LIBRARIES GIFT-IN-KIND FORM

Thank you for your interest in Western Libraries. Gifts are accepted by the Director of Collections or designee. Unsolicited 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.

Date _____

Donor's Name _____

Address _____

Telephone _____

E-mail _____

I. Gift Value

_____ I do not wish to value my gift

_____ I wish to value my gift at \$_____ (U.S. dollars)*

**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)

GIFT ACCEPTED BY DIRECTOR OF COLLECTIONS OR DESIGNEE:

(WWU Signature)

(Printed Name)

(Title)

WESTERN LIBRARIES GIFTS POLICY

General

Western Libraries accepts gifts of scholarly resources that enhance Western Washington University's ongoing curricular and research activities. Once donated, all gifts become the property of the university and will not be returned.

Acceptance

Gifts are accepted by the Director of Collections or designee. Unsolicited gifts are not accepted without prior agreement. Western Libraries encourages monetary gifts commensurate with the cost of processing gifts.

Gifts are recommended for addition to the general collections by Western Libraries' subject specialists. Western Libraries will process and add gifts to the general collections when all of the following apply:

- The gifts enhance the university's ongoing curricular and research activities
- They are in good condition
- They are not already duplicated in Western Libraries
- They are not already held in sufficient numbers in the Orbis Cascade Alliance (a nonprofit library consortium of 38 colleges and universities in Washington, Oregon, and Idaho) from which Western Libraries borrows materials
- Library staff can process the gifts in a timely manner

Western Libraries does not process and add:

- Damaged or heavily marked-in gifts
- Gifts that require repair
- Periodical literature (journals), except in rare circumstances
- Mass market paperbacks
- Textbooks, unless the content enhances the university's ongoing curriculum

Western Libraries reserves the right to accept gifts and later to dispose of them.

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 in advance of the donation.

Acknowledgement

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

Appraisal

Western Libraries does not appraise gifts. 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.

(July 9, 2018)