Guidelines for Acceptance of Gift Materials

Utah State University Library welcomes donations of books and information in other formats that enhance our ability to support the teaching and research missions of the University. Gifts provide a valuable supplement to purchased materials and often add rare or unique items to the collection that cannot be acquired in any other way. **Gifts are accepted with the understanding and agreement that the Library makes all necessary decisions as to retention, use and disposition.**

Our Library is particularly interested in high-quality hardcover and paperback books, maps, music, audio-visual and historical materials. Items generally not needed include textbooks published more than a few years ago, print magazines and journals, recent newspapers, or anything in poor physical condition.

Donated items are received with gratitude, but without obligation. The Library seeks to maintain high standards of collection quality and appropriateness and, therefore, carefully reviews each item donated before it is added to the collection. Some donated material may be offered to other libraries or made available to the campus community and public through our continuous book sale. Proceeds benefit the Library.

**APPRAISAL AND ACKNOWLEDGMENT:** The Library requests that donors inventory their gifts prior to making the donation. Donors should include a copy of their inventory list with the donation and retain a copy so they can estimate a value for income tax purposes. All gifts are tax-deductible, including the cost for the donor to get an appraisal. Because the IRS considers the Library an interested party, we are not allowed to give statements of value or conduct appraisals. Refer to [www.irs.gov](http://www.irs.gov) for current policies on noncash charitable contributions and helpful information on how to determine fair market value, or consult with your tax professional. Upon request, the Library will acknowledge that a donation has been made.

**DELIVERY AND PICKUP:** The Gift Materials Coordinator must be contacted before any delivery of a sizeable gift (more than 3 boxes). In most cases, the Library does not have the resources to pick up gifts from off-campus. USU campus pickup must be negotiated with the Gift Materials Coordinator.

**MONETARY DONATIONS TO ACCOMPANY GIFT MATERIALS:** The Library also gratefully accepts monetary donations to help defray the costs associated with processing gift materials (i.e. binding costs for journals) and in repair and maintenance of the materials given to the Library.

**CONTACT:** If you would like to offer a gift of materials to the USU Library or have questions, please call the Gift Materials Coordinator at 797-0668.