

Patrick Power Library, Saint Mary's University

POLICY FOR ACCEPTANCE OF GIFTS

Thank you for your interest in donating material to the Patrick Power Library. We are pleased to receive gifts that contribute to the growth and development of our collection. The decision to accept a gift rests with the University Librarian.

The following information outlines the Patrick Power Library's policy on acceptance of gifts-in-kind.

Donations become the exclusive property of the Library. Material not kept may be donated to another library, sold, or discarded. Gifts are not returned to the donor. Gifts with restrictions or special conditions attached to them will not be accepted. The donor assumes any costs associated with packing and shipping the material to the Library.

At the time a gift is turned over to the Library, the donor will sign a release form (attached). One (1) copy will be retained by the Library and one (1) copy will be provided to the donor.

Due to space limitations and to the costs involved in handling gift materials, the Library has established the following guidelines for donations.

GUIDELINES

1. Acceptance of Gifts

In the case of a large donation (more than one hundred (100) items), the donor may be requested to send a sample of ten (10) representative items, or an itemized list of the materials being offered for donation, providing the following information for each item: author, title, publisher, date of publication, and edition (if available). The Library will then be in a position to advise donors of the likely/potential disposition of the material.

2. Criteria for Acceptance

- Material will only be considered for addition to the collection if it supports the university curriculum or is valuable to the Library collection;
- Textbooks and related instructional aids are not normally collected;
- Material that is damaged or in poor condition will not be accepted;
- Donations that duplicate material already held by the Library will not be accepted;
- The Library does not accept issues of periodicals except to fill incomplete holdings in the collection.

3. Tax Receipts

If tax receipts are requested by the donor, they will be issued only for items that are added to the collection. Experience has shown that less than ten percent of gifts are actually added to the Saint Mary's University collection. The decision on whether material qualifies for a tax receipt rests with the University Librarian. Tax receipts will only be considered at the time the gift is received.

The minimum for which a tax receipt will be issued is one hundred dollars (\$100). A modest unit value will be assigned to gifts of an ordinary nature which are added to the collection. Professional Librarians are responsible for the determination of unit value, based upon fair market value and any other considerations deemed to be appropriate by the Librarian. Based on this assessment, the Library will request tax receipts from Annual Giving in the University's Development Office.

In-print titles: For titles published in the last two years and in unused condition, up to seventy-five percent (75%) of the current list price is given. Titles more than two years old will be judged on a case by case basis.

Periodicals: In the event a donor of a periodical title is issued a tax receipt, then chooses to donate subsequent issues of the title, the Library will not issue subsequent tax receipts.

Rare materials: In the case of material deemed rare, of a special nature, or exceeding a value of one thousand dollars (\$1000) the donor shall seek a competent disinterested third party appraisal and will personally bear the costs incurred. Appraisals and the person doing the appraisal must receive the approval of the University Librarian before a tax receipt is issued.

4. Bookplates

The decision to attach or not to attach a bookplate rests with the University Librarian. Normally, bookplates are not assigned to gift materials

5. Lists of Donated Material

The Library does not provide itemized lists of donated materials.

6. Processing Time

A set time for accepting, processing, and evaluating donated material cannot be guaranteed.

7. Disposing of Materials

Materials not added to the collection will be disposed of by the Library in whatever way seems most appropriate.

8. Acknowledgment

Every donation will be acknowledged by the Library.

Please contact Library Administration at (902) 420-5534 with any questions. Office hours are from 9:00 am to 4:30 pm Monday through Friday.



One University. One World. Yours.

PATRICK POWER LIBRARY

GIFT AGREEMENT

Donor's Name: _____

Address: _____

SAMPLE

Description of Gift: _____

Do you require an official receipt for income tax purposes? Yes___ No___

I understand that my gift is accepted by the Patrick Power Library under the following terms:

1. The material becomes the exclusive property of the Library, to be retained or disposed of as determined by the Library.
2. The Library does not guarantee the amount of time it will take to evaluate, catalogue and process material that will be added to the collection.
3. Requests for a tax receipt must be made at the time of donation. The decision on whether material qualifies for a tax receipt rests with the University Librarian. Tax receipts will only be issued for donations assessed at one hundred dollars (\$100) or more for material which is added to the collection. The Library will request a tax receipt in a value it finds acceptable. Receipts are issued by Annual Giving in the University's Development Office.
4. By signing this form, you, the donor agree that:
 - a) You are the rightful owner of the material which you are donating,
 - b) You know of no known restrictions preventing this material from being donated to a library,
 - c) You understand and accept the conditions set forth in this "Gift Agreement."

Donor's signature: _____

Date: _____

Witness: _____

Date _____