

Donation of Library Materials Policy

The University Libraries welcomes the donation of materials from members of the GVSU community that **complement and strengthen our existing collections**. Items determined to be of substantial value, interest, or rarity may be routed to Special Collections and University Archives for their consideration. An occasional hiatus on the acceptance of gifts may be declared to handle backlogs of accumulated gifts.

Policy and Ineligible Materials

The Libraries are unable to accept the following materials:

- Textbooks
- Periodicals, journals, and magazines
- Popular paperbacks
- Complimentary desk copies
- Materials in poor condition: defaced text (highlighting, underlining, or annotations), items that show evidence of mold, mildew, pests, significant embrittlement, or disrepair
- Materials in outdated formats
- Sound recordings
- Outdated science or health materials
- Incomplete media kit

Accepted materials become the property of Grand Valley State University Libraries. The library reserves the right to determine the retention, location, cataloging treatment, and other considerations related to the use or disposition of all gifts. Donated materials not added to the collection will not be returned to donors.

Arrange for your Donation

If the materials you're wishing to donate meet the donation policy criteria please contact hubera@gvsu.edu for item approval and to arrange for drop-off. Please note the following:

- Provide as much information about the materials to be donated as possible
 - A general description of the materials is required for all donations (e.g. 100 art history books)
 - A title/author list is required for donations greater than 25 items
- Donated materials will be considered by the appropriate curator or subject specialist
- The Libraries will contact the donor with any titles or items that qualify

Donations can be delivered to any library location only when prior arrangements have been made with a member of the Collections Team (hubera@gvsu.edu). The Libraries are not responsible for retrieving or transporting materials for donation. A letter of acknowledgment will be provided to donors upon evaluation and submission of the Donation of Library Materials Form (page 2).

Appraisals for Tax Purposes

For donations valued at more than \$5,000, 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.

Donation of Library Materials Form

I understand that all accepted donated materials become the property of the Grand Valley State University Libraries. The University Libraries reserve the right to determine the retention, location, cataloging treatment, and other considerations related to the use or disposition of all donated materials. Materials which are not appropriate to add to the Libraries' collections or which duplicate existing materials will not be returned.

Please complete this form and include it with your donation of materials. Once processed a Letter of Acknowledgement will be mailed to the address provided below. The letter will not state the monetary market value claimed by you.

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

I have read and understand University Libraries' Donation of Materials Policy:

Donor Signature: _____ Date: _____

Affiliation:

- | | | |
|----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Student | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Retired Faculty | <input type="checkbox"/> Other |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Retired Staff | |

Description of Donation: _____

Number of Items: _____ Current value of donation (optional): \$ _____

Determination of the value for tax purposes is the responsibility of the donor

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

Staff use only: Received by: _____ Date: _____