



## Saint Peter's College Libraries Donation Form

Please read the Saint Peter's College Libraries Gift Policy on donations that you should read before donating your gift(s). That policy can be found on the reverse side of this form. If you agree to our policy, complete the form below so that we have information about you and your gift(s) for record keeping purposes

Date: \_\_\_\_\_

Gift Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business/Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Your affiliation to Saint Peter's College Libraries (Faculty, alumni, staff, student, etc.):

Number of items donated: \_\_\_\_\_

General format (Video, book, journal, etc.): \_\_\_\_\_

Please check one:

I will not take a tax deduction for this donation \_\_\_\_\_

- I will claim a tax deduction for this donation \_\_\_\_\_

**NOTE:** *the library cannot provide itemized lists of the materials donated w/ value.*

I have read the Saint Peter's College Libraries gift policy and agree that my donation shall be handled according to its terms.

Signature:

*Thank you for donating to Saint Peter's College Libraries!*



## **Saint Peter's College Libraries Gift Policy**

Saint Peter's College Libraries accepts gift donations used for the development of its collections and for the purpose of supporting the college community. Valuable to us are materials that fill gaps in our collection and support subject-area curriculum. Scholarly works, hard-to-find books or works on little-known topics enhance academic collections. Materials that duplicate our holdings, outdated textbooks, materials in poor condition, or in a usable format, will not enhance our collection. Gift donations will be treated as new acquisitions and hence will be evaluated by the same standards; relative to the research and teaching needs of the college.

### **Ownership**

Any materials given to Saint Peter's College Libraries will become the property of the Library system. The Library will only gift material to its collection it deems relevant and appropriate. Materials not deemed relevant may be sold, re-donated and/or discarded by the Library. The Library will attempt to acknowledge each donor for record keeping purposes.

### **Appraisal Issues**

All materials donated to Saint Peter's College Libraries are considered non-cash charitable donations. If you need to have your gift appraised for tax deduction purposes, you need to do so prior to making the donation. The library itself is unable to provide appraisals. Please refer to IRS publication 526, Charitable Contributions, and/or publication 561, Determining the Value of Donated Property, from the U.S. Internal Revenue Service website at [www.irs.gov/](http://www.irs.gov/).

### **Bookplates/Special Conditions**

Saint Peter's College Libraries is pleased to grant requests that names be added to bookplates inserted into valuable or large donated collections being accepted at the collection. These plates may bear the donor's name and/or the names of those in whose honor or memory the gift is made. This is usually reserved for special gift donations.

If you have any further questions, we recommend that you speak to the Collection Development Librarian. We will not accept any gift donations without the gift donation form being completed. Under rare circumstances, we may ask the donor to re-claim the gifts due to spacing issues at the library for unusable items given.