

**J. Eugene Smith Library, Eastern Connecticut State University
Library Gift Form**

Thank you for thinking of the Smith Library for your gift of materials. Below is a form that we ask you to complete so that we may record information about you and your gift for our files. On the reverse side of this form is the Smith Library Gift Policy that you should read before donating to the library. Again, thank you for your generosity.

NOTE: Because of the labor involved in processing library gift materials, the library cannot provide donors with itemized lists of the materials donated. You may attach your own list of items if desired.

Donor Name: _____ Date _____

Contact name (if other than donor): _____

Address: _____

Phone: _____ E-mail: _____

Donor affiliation to Eastern Connecticut State University (alumni, faculty, past donor etc.): _____

Approximate number of items: _____ General subject of materials: _____

Please check one:

_____ I will not take a tax deduction for this donation.

_____ I will claim a tax deduction for this donation valued at less than \$5,000.

_____ I will claim a tax deduction of more than \$5,000 for these materials. I understand that the IRS requires a professional appraisal for this deduction, which is solely my responsibility, including any costs associated with the appraisal (requires Library Director's approval).

I have read the Smith Library gift policy (on reverse) and agree that my donation shall be handled according to its stated terms.

Signature: _____

_____ Date: _____

Staff member receiving gift (signature)

_____ Date: _____

Library Director signature (if required)

Smith Library Gift Policy

The Smith Library encourages donations of material in all formats provided that the donated resources remain consistent with the policies and mission set forth in the collection development plan. Although donated material is appreciated, it must be clearly understood that donated items will be carefully reviewed for their overall contribution to the Library's mission. If a gift is not suited for the collection, the Acquisitions Librarian will assist the prospective donor by discussing other alternatives for the material. All accepted gifts will be acknowledged by the Library Director or the Acquisitions Librarian. All donations become the property of the Library free of restrictions.

The Smith Library cannot legally provide appraisals or estimates on the value of donated items. If, after careful review, the material does not meet the selection criteria for collection development or the mission of the Library, unneeded gifts will be disposed of in accordance with the Library's surplus program (e.g. book sales, donations to other libraries, given away or discarded.) In the case of gifts that are added to the collections, the material will be processed and treated as any item acquired through purchase. Potential donors should contact the Acquisitions Librarian concerning all donations and to make arrangements.

The Library WILL accept:

- Materials that fit in with selection criteria;
- Paperback books printed on acid free paper;
- Recent textbooks published within the past five years;
- Local or state historical matter;
- Archives & Special Collection material.

The Library WILL NOT accept

- Mass market paperbacks;
- Older textbooks (published 6 or more years ago);
- Books that have significant highlighting, underlining or margin notations;
- Moldy, mildewed, infested or damaged materials;
- Foreign language materials (except works that would support the curriculum);
- Most periodicals;
- Obsolete nonprint formats (for example: VHS tapes, LPs, laser discs).

Acquisitions Librarian contact information

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