

Donated Materials Form

Donor Information

Name: _____

Address: _____

Phone: _____

Email: _____

Affiliation with King University: _____

(alumni, student, Trustee, community, etc.)

King University Libraries considers all gifts of materials to be unrestricted. Items received as gifts are reviewed in accordance with the current policies for collection development, and materials determined to be out of scope for our collections may be exchanged, sold, or discarded. Questions regarding this policy should be directed to the Dean of Library Services.

If the Libraries cannot add this gift to its collections at this time, I would like the materials returned to me. I will be responsible for picking up or shipping the materials.

(Please initial) _____

I would like to request a receipt for tax purposes for these materials be sent to the address above.

(Please initial) _____

OR

I do not require a receipt for tax purposes for these materials. (Please initial) _____

Donor Signature: _____ Date: _____

FOR KING UNIVERSITY LIBRARIES USE ONLY

Initial and Date:

Donation Received: _____ Listed in Database: _____ Librarian Review: _____

Thank you sent: _____

Donated Materials Policy

Adapted from the University of Mary Washington Libraries' Gift Materials Policy.

King University Libraries welcomes inquiries concerning contributions of materials to the Libraries. Additions to the collections are made based upon the general selection criteria for purchased materials. Books and other materials that are received through donation become the property of King University. Materials that are not accepted for the collection can be returned to the donor upon request. Otherwise, the items will be disposed of according to the Donated Materials Procedure. The Libraries will not set aside a special location for a particular gift of library materials separate from other materials on the same subject.

The Libraries do not make appraisals; however, an itemized list of donated materials will be provided for tax deduction purposes. Appropriate recognition will be given to gifts retained in the libraries by affixing book plates to gifts showing the donor's name, and if applicable, the name of the person in whose honor or memory the gift was made.

In general the Libraries will not accept the following:

- Materials with markings or notes
- Any material that bears the ownership markings of another institution and does not have any indication of having been withdrawn from that institution's collection
- Duplicates of items already in the collection
- Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with the copyright law (Title 17, U.S. code) and its prevailing interpretation are provided
- Full or partial runs of periodicals
- Non-current media formats