

Library Gift Policy

General

The Brooks Library gratefully accepts gifts and monetary contributions for the development of its collections. Especially valuable are books and journals that fill existing gaps and that support the curriculum, as well as rare books, scholarly works, or works on little-known topics that would enhance our academic collection.

In preparation for receiving gifts of books or other materials (referred to as gift-in-kind), the Brooks Library encourages donors to provide a list of materials, including the name, dates, and general condition of the materials. If gifts are accepted, it should be understood that, upon receipt, Central Washington University becomes the owner of the material and, as such, reserves the right to determine its retention, location, cataloging treatment, and other considerations related to its use, maintenance or removal. As a suggestion, we ask donors to also consider giving a minimum of \$5 per volume donated to help expedite processing, as well as defray costs of maintaining the material given to the Brooks Library. To request a bookplate be placed in a donated book acknowledging your gift, please note your request on the Donor Record Form.

If you are considering donating to the Brooks Library, we urge you to first contact the Collection Development Librarian to discuss the contents of the proposed gift. You will be asked to complete a Donor Record Form, which includes a Deed of Gift, before your gift will be accepted. This form and the Deed of Gift are the basis for a gift acknowledgment. **Your signature on the Donor Record Form acknowledges that gift materials not added to the collection may be sold, offered to other libraries, or otherwise disposed of at the Brooks Library's discretion.** The Brooks Library is committed to providing socially and environmentally responsible disposition of gift materials not needed for our collection. Whenever possible, we share or trade useful surplus gift materials with other libraries.

Please contact Patrick Owens, Collection Development Librarian, at (509) 963-1306 or OwensP@gmail.cwu.edu.

Acceptance

Books, journals, media, and other materials donated to the Brooks Library are designated for addition to the collections based on the recommendation of subject specialist librarians. Donations are examined and evaluated in accordance with the Brooks Library's collection development policies and procedures.

Factors considered when reviewing gifts include:

- The relationship of the materials to Central Washington University's academic curricula and faculty research interests.
- The strengths and weaknesses of the existing collections.
- The inherent value of the donated items.
- Potential duplication with materials already held.
- The capability of the Brooks Library to process the materials.

Brooks Library reserves the right to take gifts that do not fit current collecting goals and use them to benefit the Brooks Library through sale, exchange, transfer to other libraries or removal.

Acknowledgment

Gifts are acknowledged via correspondence to the donor and a record of the acknowledgment letter is maintained in Brooks Library's records. Donors of collections receive confirmation of the number of items donated, not a list of specific titles unless provided by the donor upon receipt of the gift.

Restrictions

Gifts with restrictions such as separate housing, perpetual retention, return of items not added to the collection or restricted access are not accepted. Exceptions to this policy are considered only in special circumstances and must be approved by the Dean of Library Services in advance of the donation.

Appraisal

The Brooks Library does not appraise gifts. This policy is endorsed by the American Library Association. The IRS requires an independent appraisal if a donor plans to claim a charitable deduction above a certain value.

Gifts to the Brooks Library are tax deductible. The IRS requires donors to submit Form 8283 for gifts of property valued at more than \$500 (single or in the aggregate) for which a charitable deduction is sought. In addition, for items valued at more than \$5,000.00, the IRS requires that "Qualified Appraisals" be obtained if the donor wishes to take a tax deduction for the value of the gift. **Please note that appraisals are solely the responsibility of the donor.** The cost of an appraisal may be tax deductible. In accepting an appraisal, Central Washington University is not undertaking to determine that it is a "Qualified Appraisal" as required by Federal Income Tax Regulation. It is always best for the donor to review this and other important tax matters with his or her own tax advisor or attorney. For further information, please contact the Development Office, Central Washington University, 400 E. University Way, Ellensburg, WA 98926-7505, (509) 963-2160. Donors of gifts valued at more than \$500 are required to complete a Brooks Library Deed of Gift form.

Please note that once your gift is received by the Brooks Library, we cannot accommodate an appraiser; therefore, if you are considering a tax deduction and wish to have your collection appraised, you should do so prior to making the donation.

We appreciate your interest in contributing to the Brooks Library and encourage you to contact the Collection Development Librarian if you have any questions.

*[Responsibility: Dean of Library Services; Reviewed/Endorsed by: Provost's Council/Cabinet;
Review/Effective Date: 11/17/10]*

Approved: _____ Date: 11/17/2010
Wayne Quirk, VP for Academic and Student Life
(signed original on file)

Central Washington University
James E. Brooks Library
400 East University Way
Ellensburg, Washington 98926-7548

Donor Record Form

Thank you for thinking of the Brooks Library. Please consult the Brooks Library Gift Policy before donating your materials. Below is a form that we ask you to complete so that we may record information about you and your gift for our donor file. No gift will be accepted without a signed Donor Record Form. Your signature on this Donor Record Form acknowledges that gift materials not added to the collection may be sold, offered to other libraries, or otherwise disposed of at the Brooks Library's discretion. Thank you for your generosity.

=====
Donor Name: _____ Date _____

Contact name (if other than donor): _____

Address: _____

Phone: _____ E-mail: _____

Donor affiliation to Brooks Library (alumna/us, parent, etc.): _____

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

Description of Donation (i.e., books, journals, etc.):

Please check one:

I will not take a tax deduction for this donation.

I will claim a tax deduction for this donation valued at more than \$500 but less than \$5,000 (please see Deed of Gift form on the reverse side of this document).

I will claim a tax deduction of more than \$5,000 and have completed an appraisal of the materials before giving them to the Library (please refer to the Deed of Gift form on the reverse side of this document). Please note that appraisals are solely the responsibility of the donor.

Bookplate requested Yes _____ No _____

I have read the Brooks Library Gift Policy and agree that my donation will be handled according to its stated terms.

Signature: _____

Central Washington University
 James E. Brooks Library
 400 East University Way
 Ellensburg, Washington 98926-7548

Deed of Gift

Name of Donor	Contact Person (if other than Donor)
Address	Telephone / E-mail

The donation listed below has been received by the **Central Washington University Brooks Library** as a gift, and the owner or his/her agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives, assigns, and conveys finally and completely, and without any limitation or reservation, the property described below to the Brooks Library and its successors and assigns permanently and forever, together with (when applicable) any copyrights therein and the right to copyright the same. Should this gift not be completed, for any reason during the donor's lifetime, it is understood that this agreement shall be binding on all donor's executors or administrators, heirs, trustees, and assigns, and that any failure to include such a specific bequest in the donor's will or failure to include specific direction of the below mentioned and referenced gift in any trust shall not release the donor's executors, administrators, trustees or assigns from the obligation of completing the below mentioned gift to Central Washington University.

I understand that the location, retention, cataloging and preservation of the materials, or other considerations relating to their use or disposition are at the discretion of Central Washington University Brooks Library in accordance with institutional policy. Materials added to the collections shall be accessible to all persons qualified to use materials in the Central Washington University Brooks Library, subject to the terms and conditions, if any, stated below.

Terms and Conditions: _____

Description of Donation

The Donor is advised that if a tax deduction on a gift is to be taken, the Internal Revenue Service has regulations for filing tax-deductible contributions valued at \$250 or more. If the value of the donation is greater than \$5,000, an independent qualified appraisal is required at the donor's expense and a copy of the appraisal must be attached to the Deed of Gift form. The IRS may require you to file Form 8283 for in-kind gifts over \$500. Additionally, other IRS restrictions may also apply. Please consult your Tax Advisor for advice. Central Washington University is unable to provide appraisals for tax or insurance purposes.

Appraised Value: _____

 Signature of Donor

 Date