

## Gift Policy And Procedures

### 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 Ginny Blackson, Collection Development Librarian, at (509) 963-1306 or [Ginny.Blackson@cwu.edu](mailto:Ginny.Blackson@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

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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.

## Library Gift Procedures

1. The donor should read the Gift of Library Resources Policy on our homepage.
2. Before the gift is delivered, the donor should contact the Collection Development Librarian. Donors are encouraged to provide a list of materials, including the name, dates, and general condition of the materials.
3. When the gift is delivered, the donor must include a signed copy of the [Donor Record Form](#) and [Deed of Gift form](#), if applicable, available on our homepage. If possible, all deliveries should be made Monday through Friday, 8:00 a.m. to 5:00 p.m.
4. The Collection Development Librarian will notify the Dean's Office about the receipt of the gift. The Dean's Office will send the donor a letter of acknowledgement.
5. Subject specialist librarians will examine donations and evaluate them in accordance with the Brooks Library's collection development policies and procedures.
6. If gift materials are not added to our collections, they will be offered to the CWU Friends of the Library for their annual book sale, or exchanged or transferred to other libraries.

If the gift materials are declined by CWU Friends of the Library or the materials are not exchanged or transferred to other libraries, the materials will be sent to CWU Surplus and Assessment Management.

**Source URL:** <http://www.lib.cwu.edu/Gift-Policy-And-Procedures>