

Suggested Statements/Guidelines for a Kentucky Library Gifts-in-Kind Policy 0/12

1. Library has the right to accept or reject all gifts.
2. A Library's Gift policy should have a contact person or persons to insure that gifts are handled in a consistent and effective manner.
3. It is recommended that all donors have their gifts acknowledged by conventional mail or email and that all gifts to the library become the property of the library unless otherwise specified in writing at the time of donation.
4. The Library has no responsibility for the donor's monetary valuation statement for tax or other purposes. No donation receipts containing an appraisal for tax purposes will be issued. The Internal Revenue Service regards the Libraries as an interested party, we are unable to provide appraisals for tax purposes. The appraisal or establishment of an item's value for tax purposes is the responsibility of the donor, as are appraisal costs. Donors should seek further information on valuation of donated property from the Internal Revenue Service and their own tax advisor or attorney.
5. Library cannot accept gifts under restrictive conditions. Donated items become property of the library who assumes the responsibility for their final disposition. Library reserves the right to discard, give away, or sell donated materials. A Library's Gift policy may also wish to include a statement of the processing and distribution of items not considered for inclusion. An example of such a statement would be that such books will be donated to other libraries in the region.
6. Items will be reviewed and added to the collection based on established collection development policies as time and priority allow. Gifts of rare books will be placed in the Special Collections when appropriate.

7. Virtual or paper Book plates acknowledging the donor's gift will be placed in gift books or in the holdings records upon request of donor.
8. A Library's Gift policy should have some statement of the types of materials that are not considered for inclusion including: textbooks, LP sound recordings, media or electronic formats that the library does not own equipment for its use, sets of general content encyclopedias, and periodicals unless the issues fill in gaps in the collection. In addition a Library's Gift policy should have some statement of the types of materials that it normally accepts such as books on Kentucky history.
9. A Library's Gift Policy may wish to have a statement of how the books are handled to advise the donors of the management of their gift including the stages of verification, review and acceptance of their gift including who is involved in the decision making process.

Approved by the SAALCK Committee on 1/18/2013

Approved by the SAALCK Deans on 1/18/2013