



Valparaiso
University

Gift Agreement

I have read the *Library Gift Acceptance Policy* on the reverse side of this page. I understand that the Christopher Center for Library and Information Resources is accepting materials *for review*, and that, as appropriate, the Library may dispose of materials not added to the collections.

I, _____, affirm that I am the owner of the materials being donated, and herewith present to the Lutheran University Association (Valparaiso University), irrevocably and for the use and purpose of the Valparaiso University Library, all rights, title, and interest in the following materials received by the Library on _____.

Brief description of items donated (e.g. 50 biology books, 3 boxes of German literature books) and/or a list of titles:

DONOR

- Dr. Mr. Mrs.
 Ms. Miss Other _____

Print Name:

First

M.I.

Last

Signature:

Date:

Name of corporate/joint donor, if applicable:

Address:

Telephone Number:

E-mail Address:

- Please check if a written acknowledgement letter is unnecessary.

LIBRARY REPRESENTATIVE (e.g. collection manager, service desk personnel)

Print Name:

Title:

Signature:

Date:

Telephone Extension:

Library Personnel: Please keep this form with the material donated and place it in the area designated for incoming gifts.

Updated December 2011

Library Gift Acceptance Policy

While we appreciate the intentions behind donations of books and other materials, we will accept only materials that fit one or more of the four categories below:

- Materials in good condition published in the last five years
- Lutheran-related materials
- Items written by Valparaiso University faculty, staff, students or alumni
- Items published by Valparaiso University

If you have a significant historical collection on a particular topic that you think may be of interest to the University, please discuss it with the appropriate [subject librarian](#). Donations of rare books, manuscripts or other special items should be discussed with Dr. [Bradford Eden](#), Dean of Library Services.

All materials donated to the library become the property of Valparaiso University. Items retained will be added through the normal acquisitions workflow. Items not added to the collection may be sold, donated to another library or discarded. Library staff will not report to donors which volumes have been retained and which have not, nor will we return to donors items that are not retained.

According to U.S. tax regulations, the library, as the recipient, cannot appraise gifts for tax purposes. It is the responsibility of the donor to keep appropriate records of items donated. For additional information, see <http://www.irs.gov>.

Donation procedures

We retain the right to automatically reject donations that do not adhere to the following the procedures. To donate materials:

- Contact Detra Becker (Detra.Becker@valpo.edu), Library Administrative Assistant, before bringing any materials to the Library. She will advise you on when and where to deliver the gift.
- Complete the donation form. Include a printed copy of the form with the donation.