



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 personally own 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			Print Name:		
<input type="checkbox"/> Dr.	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	_____		
<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss	<input type="checkbox"/> Other _____	First	M.I.	Last
Signature: _____		Date: _____	Name of corporate/joint donor, if applicable: _____		
Address: _____			Telephone Number: _____		
_____			E-mail Address: _____		
_____			_____		
<input type="checkbox"/> 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.

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:

- Academic materials in good condition published in the last five years. Note: we do not accept abridged editions, uncorrected proofs, or review copies labeled as such.
- Lutheran-related materials
- Materials written by Valparaiso University faculty, staff, students or alumni
- Materials published by Valparaiso University
- Hymnals of any religious denomination

Donations of manuscripts or rare books (as defined by Library Special Collections) should be discussed with Patricia J. Mileham, Dean of Library Services.

Donation of print periodicals should be discussed with [Patricia J. Mileham](#)

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.

The Library, as the recipient, cannot appraise gifts for tax purposes according to U.S. tax regulations. It is the responsibility of the donor to keep appropriate records of items donated. Completing our donation form and retaining a copy of this will provide you with this record. For additional information, see <http://www.irs.gov>.

Donation procedures

We retain the right to automatically discard without review unsolicited gifts or donations that do not adhere to the following procedures. To donate materials:

- Contact the Library Administrative Assistant (Library.Admin@valpo.edu) **before bringing any materials to the Library**. That department 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.
- Large donations will require an itemized list along with the completed gift-agreement form from the donor. The list will need to include title, author, and genre. Once the Library Administrative Assistant receives the completed gift-agreement form and list, the list will be sent to the Library Liaison for review. After the Library Liaison has completed the review, the Library Administrative Assistant will notify the donor.

Policy updated: August 9, 2023