DONOR AGREEMENT

All donations will be handled according to the guidelines set out in the Library’s Collection Development Policy Statement summarized below. Questions regarding this policy and requests for further information should be made to Tracie Ballock at the above address, by phone (412) 396-4560 or by e-mail ballockt@duq.edu.

- The Library will accept gifts of books, journals, and non-print material only if the material is judged to be a potentially significant contribution to the collection. The Library seeks gifts that can support the University’s curriculum, and/or faculty research. The Library also seeks gifts to fill specific needs such as the support of newly developed programs.

- Because of the Library’s limited resources for handling books requiring special treatment, the Library will only accept books in good to excellent condition. Books that are written in or highlighted will not be added to the collection.

- If a list of donated material is not received from a donor, the Library will not be responsible for creating a list to return to the donor with the acknowledgement.

- The Library will determine the classification, housing and circulation policies of all gift items. Gift collections will not be kept “intact” but will be integrated into the Library’s existing collection.

- The Library retains the right to dispose of duplicates and unneeded material as it sees fit. Items will be returned to the donor at the donor’s request and expense. The request to return materials must be made prior to the donation.

- Library staff is not authorized under IRS regulations to appraise gifts or to provide a signature to any document that applies a monetary value to said gifts for income tax purposes.

I agree to the terms specified in the Gift Policy.

Donor’s signature ___________________________ Date ________________
GIFTS RECEIVED

Donor (Please print name and address clearly:)

Name__________________________________________

Address_________________________________________

________________________________________________

Phone #________________________________________

Gift Plate: Yes_____ No_____

Text for gift plate:

________________________________________________________________________

Return books not added to the collection: Yes_____ No_____

PLEASE NOTE: Items will be returned to the donor at the donor’s request and expense. The request to return materials must be made prior to the donation. For donors with a campus address, the Library will return most materials via campus mail.

FOR LIBRARY USE ONLY.

Number of gift items________________
(If gifts are in boxes, write the total number of boxes)

LIBRARY STAFF: Please place this form with the gift items in Tracie Ballock’s office being careful to keep gifts by the same donor clearly together.

Signature of Staff Member________________________ Date____________________

Revised 01/07