

Pennsylvania College of Art & Design

Library Gift Policy

Adopted May 3, 2011

The Pennsylvania College of Art and Design Library (PCA&D Library) will accept gifts in accordance with the *Library Mission Statement* and *Collection Management Policy* <http://www.pcad.edu/DegreePrograms/Library/tabid/168/Default.aspx>

The Library Director is not obligated to accept any gift that does not meet the *Collection Management Policy*. Once a gift is accepted, it becomes the sole property of PCA&D Library. The PCA&D Library Director reserves the right to decide upon the disposition of all gifts received.

Additionally:

- The value of a gift is to be determined by the donor. PCA&D Library encourages the donor to consider, for their own interest, obtaining an appraisal of the gift's fair market value for income tax purposes. The IRS considers the library to be an interested party; therefore we cannot provide the appraisal or bear its cost. The cost of the appraisal may be deductible as well. The valuation and/or appraisal should be made prior to PCA&D Library's acceptance of the gift.
- An *In-Kind Contribution Form* should be completed by the donor and returned to the Library Director for library records. The donor's name will appear in a bibliographic note in the PCA&D Library Catalog. The library director will forward a copy of the completed *In-Kind Contribution Form* to the PCA&D Development Office. The PCA&D Development Office will acknowledge the gift in writing.
- We will adhere to all federal regulations governing Internal Revenue Service (form #8283) gifts-in-kind.
- Individuals seeking to purchase a new book in memory of a person or event are asked that you work with the Library Director to select a book that is appropriate to the collection. The *Collection Maintenance Policy* governs inclusion of such material in the collection.
- Placement of materials in the library collection is at the discretion of the Library Director in accordance with current PCA&D Library and Library of Congress policies and practices.
- Monetary donations are welcomed.

We DO NOT accept:

- Duplicate material already in the PCA&D Library's collection are usually declined
- Print journals or periodicals are usually declined
- Items in poor physical condition (marked, damaged, or mutilated)
- Items with mold
- Out-of-date texts
- Technical manuals
- Maps
- Materials which bear the markings of another library or institution
- Materials that require limitations as a condition of the gift
- Materials that require updating or other ongoing commitments of maintenance

5.3.11, kjh