



GARNETT LIBRARY GIFT ACCEPTANCE FORM

Thank you for your contribution to Garnett Library.

Description of gift(s):

I agree that the items listed above are given freely and shall become the property of Garnett Library, Missouri State University-West Plains. I understand that the library has the responsibility to assess the usefulness of the gift and that donated items unsuitable for the library collections may be given to other libraries, offered to students, or recycled if condition warrants as outlined in the Donation Policy (see below).

Donor Signature: _____ Date: _____

Printed Name: _____

Address: _____

Accepted by: _____ Date: _____
(Garnett Library staff member's signature)

Donation Policy

The library welcomes gifts of books, papers, records, and other items in good condition which would complement its research collections and support the University's programs. The library relies greatly on donors to sustain the development of its collections. It is advisable that any University representative accepting materials on behalf of the library should inform donors that gifts are evaluated according to the library selection policy.

It should also be understood that the library has the responsibility to assess the usefulness of the gift in terms of its retention, collection location, cataloging treatment, or maintenance.

The library encourages donors to obtain an appraisal of their donations for income tax purposes. Appraisals are the responsibility of the donors and should ideally be made prior to donation. The Internal Revenue Service considers library staff to be interested parties precluding their participation in the appraisal process. Acceptance of an appraised item does not imply agreement with the appraised value.

Library staff can supply information on online appraisal services that the donor may consult. On occasion, the library staff has provided lists of donated materials for the donor on request.

It is the responsibility of the library to inform the Office of Development concerning gifts received and to provide donor information for acknowledgement purposes.

Donated items unsuitable for Missouri State University-West Plains' library collections may be given to other libraries, offered to students, or recycled if condition warrants.

Criteria for deselecting include:

- A. Content not warranted by the curriculum
- B. Outdated information
- C. Poor physical condition (Care should be taken not to include books with mold, mildew, or insect infestation that may contaminate the collection.)
- D. Extra copies not needed