



Library Gifts and Donations Procedure

The Library accepts gifts with the understanding that those which would enrich the Library collection will be retained, and others will be disposed of in an appropriate manner. They may be placed in a “Friends of the Athens State University Library” book sale or given to other teaching/learning institutions. All donated items will be evaluated on-site by librarians and/or teaching faculty who are subject experts in the field. Materials that are not in good physical condition (e.g., contain mold or mildew, water damage, or are in any way impaired in a manner that results in limited or restricted use) will be declined.

The Library will send correspondence to the donor acknowledging receipt of the gifts; however, no monetary value will be stated. Donors are encouraged to consult the Library Director in advance concerning donations of materials.

Library Donor Record Form

Thank you for thinking of the Athens State University Library! On the reverse side of this form is the Athens State University gift policy that you should read before donating your material. Below is a form that we ask you to complete so that we may record information about you and your gift for our donor files. Again, thank you for your generosity.

Note: Because of the volume of gifts that we receive and subsequent labor involved in processing them, the library cannot provide donors with itemized lists of the materials donated.

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Donor Name: _____ Date: _____

Contact Name (if other than donor) _____

Address: _____

Phone: _____ E-mail: _____

Donor Affiliation to Athens State University (alumni, parent, past donor, etc.):

Approximate number of items: _____

General subject of materials: _____

Please check one:

- I will not take a tax deduction for this donation.
- I will claim a tax deduction for this donation valued at less than \$500.
- I will claim a tax deduction for this donation valued at more than \$500 but less than \$5,000.
- I will claim a tax deduction of more than \$5000 and have completed an appraisal of the materials before giving them to the library.

I have read the Athens State University Library Gifts and Donations Procedure and agree that my donation shall be handled according to its stated terms.

Signature: _____