



Davidson College Library: Gifts-in-Kind Donation Form

Thank you for your donation to the Davidson College Library. Please read through our policies and procedures for gifts-in-kind (see reverse) and complete the form below.

By signing below, I acknowledge that:

- I understand that all donations of gifts-in-kind must be pre-approved by the Collection Development Librarian prior to delivery.
- I understand that the items that I donate will become the property of the Davidson College Library and that the library reserves the right to determine how they will be used or disposed.
- I have read the policy on the back of this form and agree to all its terms.

Signature: _____

Name (print): _____

Note: We list the names of donors of gifts-on-kind annually in our newsletter, which appears online. If you do not want your name listed, please initial here _____.

Address: _____

We need your address to provide you with a letter of acknowledgement. If you do not want a written acknowledgement, please initial here _____.

Telephone: _____ Email: _____

Today's Date: _____

Number of items donated: _____

Is this gift in honor or memory of someone? ____ Yes ____ No

If yes, please complete the following: in honor of: _____

in memory of: _____

Please include this form with your donations. If you are shipping the materials, send them to:

Collection Development Librarian
Davidson College Library
Box 7200 209 Ridge Rd.
Davidson, NC 28035-7200

Davidson College Library Gift-in-Kind Donation Policy

The Davidson College Library welcomes gifts of books and other materials (gifts-in-kind) that support the curriculum and the research needs of students and faculty members; we also accept materials related to the college and its history.

Policy on Accepting Gifts

Due to a space shortage in the library and the high costs associated with processing, storing, and preserving materials, the library can only accept items that meet current and anticipated curricular and research needs or that contribute to the historical record of the college. We reserve the right to decline gifts of materials that do not meet current collection goals and policies.

All donations must be pre-approved by a collection development librarian prior to delivery. Donors are also required to complete a donation form. While intermediaries may initiate conversations with library staff about potential gifts, the Library Director or a collection development librarian must have direct contact with a donor before gifts are accepted and received.

The library cannot appraise gifts for tax purposes. We will acknowledge receipt of pre-approved gifts but cannot assign actual values for materials. Donors who require this information should arrange for the materials to be appraised prior to donating them to the library. Donors are responsible for all appraisal costs.

Donors are responsible for packing and shipping/delivering gifts-in-kind and for fees related to shipping, insurance, and delivery.

Donors should be aware that gifts-in-kind accepted by the library become the property of Davidson College, and the library reserves the right to determine matters related to the retention, processing, shelving location, use, preservation, and possible disposition of the material. For the items it accepts, the library will make every effort to put them to good use; items that we do not keep will be offered to another library or organization (such as Better World Books) or recycled.

Guidelines

Gifts should support the college's curricular and research needs; in most cases, they should also be scholarly in nature.

Except for Davidson publications, we usually do not accept:

- Duplicate copies of materials already held by the library
- Textbooks
- Damaged books (including books with evidence of water damage, insect damage, or mold)
- Superseded or outdated editions
- Computer and software manuals
- Books with highlighting, underlining, or annotations
- Self-published books
- Condensed books
- Older, popular, trade paperbacks
- VHS tapes or Vinyl recordings
- Single issues and back runs of journals and magazines

Procedures for Donating Materials to the Library

1. Please check the library catalog, Davidson Library WorldCat, to confirm that the items are not currently in our collection.
2. Please prepare and submit a list of all materials and include title, author, edition (if any), and year of publication for each item. Please email or mail your list to Alison Bradley ([albradley@davidson.edu](mailto:albradley@ davidson.edu)). For donations of materials related to the college's history -- college publications, photographs, manuscripts, and other records -- please contact the College Archivist, DebbieLee Landi (delandi@davidson.edu).
3. Library staff will review the list, identify items that we need, and contact you. We cannot accept donations unless they have been pre-approved by a collection development librarian. The only exceptions to this policy are the following:
 - a. Donations of materials written by Davidson authors (alumni, faculty, staff) that meet the guidelines outlined above do not require pre-approval.
 - b. Donors visiting the library in person may donate up to five items without prior approval. Donors must still complete the Gift-in-Kind Donation Form.
4. Complete a Gift-in-Kind Donation Form and send it, along with the pre-approved titles, to:
Collection Development Librarian
Davidson College Library
Box 7200 209 Ridge Rd.
Davidson, NC 28035-7200
5. Please do not send books to or leave boxes of books at the library unless they have been pre-approved. We cannot accept or acknowledge materials that have not been pre-approved as part of the process outlined in steps 1-4, above.