



WHITMAN COLLEGE

COLLEGE'S LIBRARY GIFT POLICY **General Library Collections and Media**

Gifts-in-kind, especially library materials, are accepted with the understanding that they become the property of Whitman College. Penrose Library retains the right to decline, retain, or dispose of the materials at its discretion. Only the Library Director and Collection Strategies Librarian, Head of Collection Strategies may accept in-kind donations on behalf of the library for the general collection. A signed Gift of Property statement must accompany all such donations. For donations to the Archives and Special Collections, please contact the College Archivist and Head of Special Collections, Alexis Hickey (509-526-5922 or hickeya@whitman.edu).

Guidelines

We welcome books and media appropriate for the general library collections if they support the College's curriculum and faculty research needs. The Library does not accept duplicates of held materials, textbooks, outdated or materials in poor condition, mass-market paperback books, general interest magazines, cassette tapes, software, photocopied materials, vanity press books, popular pamphlets or promotional materials. For DVDs, only commercially produced, in like-new condition will be accepted.

Before bringing gifts of 20 volumes or more to the Library, please contact Lindsay Tebeck, Collection Strategist Librarian, Head of Collection Strategies (509-527-5909 or tebeckl@whitman.edu) to discuss the potential donation. Tebeck may also be able to suggest other resources if the potential gift is deemed not appropriate for Penrose Library. Donations are boxed and delivered at the owner's expense.

Appraisals

Donors are responsible for obtaining an appraisal and consulting with a tax advisor in order to obtain such information. Generally, gifts with a declared value over \$5,000 will require an independent qualified appraisal; those with a declared value over \$500 will require that the donor file IRS Tax Form 8283. Please read IRS publications 526 and 561 for more information. An item over \$250 will need to be reviewed by the Development Office rather than the library. All gifts will be acknowledged by letter with a count of the donated items upon request. The Library does not provide a detailed, title-by-title listing.

Access Restrictions

Generally, gifts for which the donor places restrictions on access are not accepted. Penrose Library abides by the American Library Association/Society of American Archivists' 1994 Joint Statement on Access to Original Research Materials. Donated items that Whitman College's Penrose Library retains are cataloged and listed in the Library's catalog. Access to other materials will be governed by established library policies. Materials added to the general collections are interfiled with like books on the same subject. Separately named collections are not maintained.

Penrose Library

345 Boyer Avenue • Walla Walla, WA 99362 • www.whitman.edu/penrose
phone (509) 527-5191 • *fax* (509) 527-5900



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GIFT OF PROPERTY General Library Collections and Media

Thank you for considering a donation to Whitman College's Penrose Library. Please consult the College's Library Gift Policy before donating materials. In order for the College Library to process and acknowledge all gifts, it is required that we obtain a record of all donations.

Additionally,

1. I, the undersigned (and hereafter referred to as the Donor), hereby give, donate, convey and release the materials described below to the Board of Trustees of Whitman College (hereinafter referred to as the Donee), together with all my right, title, interest, and ownership in the below-mentioned materials, with the intention to vest all such rights irrevocably in the Donee.
2. Legal title of the materials shall pass to the Donee upon their delivery to the Donee.
3. The Donor understands that the retention, location, access, cataloging, and preservation of the materials and other considerations relating to their disposition are at the unrestricted discretion of the Donee. Gift materials may be sold, offered to other libraries or otherwise disposed of if materials do not meet current or anticipated library needs.
4. The donor is responsible for obtaining an appraisal or otherwise valuing the materials.

Donor Name(s):	Date:
Contact Name (if other than donor):	
Address:	Telephone or cell:
E-Mail:	Donor Affiliation with Whitman (please circle): alumnus/a, parent, faculty, staff, current student, other
Approximate number of items/boxes:	Note: Because of the volume of gifts received and the subsequent labor involved in processing them, Penrose Library cannot provide itemized lists of donated materials.

I would like a letter of acknowledgement for this gift: _____ Yes _____ No

I have read Whitman College's Penrose Library Gift Policy and agree that my donation will be handled according to its stated terms.

Signature: _____

Accepted By: _____ Date: _____

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