

# JOAN WEILL ADIRONDACK LIBRARY GIFT/DONATION POLICY

1. Donations are made with the understanding and agreement that the donated material becomes the legal property of the Library. The Library may use, keep, or dispose of materials at its discretion.
2. The Library reserves the right to refuse any gift or donation carrying stipulations or conditions attached to acceptance, such as special shelving or cataloguing.
3. The Library reserves the right to refuse any gift or donation that requires space, equipment, maintenance, processing or preservation that the library deems prohibitive.
4. Due to the high costs of managing the gift process, the Library's goal in accepting gifts is to acquire only materials which are highly relevant to the institution's needs. All potential gifts will be evaluated in terms of the collection development goals of the Library. These include:
  - Supporting the current and evolving curriculum
  - Supporting the basic research needs of faculty and students
  - Maintaining older collections of depth
5. All material gifts to the Joan Weill Adirondack Library are considered non-cash charitable donations. Prospective book donors often wish to know about the tax status of their gift and are frequently interested in having their gift appraised for tax deduction purposes. Because of legal restrictions, the library is unable to provide appraisals. Donors of gifts with an estimated value between \$500 and \$5,000 should read IRS publication 526, Charitable Contributions and/or publication 561, Determining the Value of Donated Property, both available from the U.S. Internal

Revenue Service. Donors of gifts exceeding \$5,000 in value also should read these publications and should discuss tax considerations with an attorney or an accountant. An appraisal is required to substantiate a tax deduction of more than \$5,000 for a non-cash gift.

**Please note that once your gift enters our processing workflow, we can no longer accommodate an appraiser; therefore, if you are considering a tax deduction and wish to have your collection appraised, you should do so prior to making the donation.**

6. The Joan Weill Adirondack Library is pleased to grant requests that names be added to bookplates inserted in donated books (or those purchased with donated funds) accepted into the collection. These plates may bear the donor's name and/or the names of those in whose honor or memory the gift is made.

I agree to the above gift policy of the Joan Weill Adirondack Library

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Library Staff Member Signature:** \_\_\_\_\_

\*Original Copy to Library (Filed with Thank You note)

\*Second Copy to Donor

# Paul Smith's College

## RECORD OF GIFT IN KIND

Item: \_\_\_\_\_  
\_\_\_\_\_

Quantity: \_\_\_\_\_

Condition: NEW or USED (circle one)

Value: \_\_\_\_\_

(May only be assigned by the **donor** or an **independent appraiser**)

Intended Purpose:

\_\_\_\_\_  
\_\_\_\_\_

(to be completed by Paul Smith's College)

Donor:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Donor Type:

Alumni \_\_\_\_\_

Business \_\_\_\_\_

Friend \_\_\_\_\_

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

**Please forward completed form to:**

Paul Smith's College  
College Advancement  
PO Box 265  
Paul Smiths, NY 12970-0265  
(518) 327-6315