

Library Gift Acceptance Policy KVCC Libraries

Kalamazoo Valley Community College Libraries welcome donations of library materials that enhance the Libraries' ability to support the teaching and learning missions of the College. All such gifts are subject to Kalamazoo Valley Community College CMOP 1010 on Library Resources and the following conditions:

1. Donated items are screened for inclusion in the Libraries' collection in the same manner as items that are purchased.
2. Donations are accepted with the understanding that they are given outright and without restriction. KVCC Libraries become the sole owner of donated materials with the right to dispose of items that are not added to the collection. Unwanted items will not be returned to the donor.
3. The KVCC Libraries reserve the right to refuse any materials the Libraries deem inappropriate or unneeded for the collection. Types of materials generally considered inappropriate for donation include, for example:
 - Outdated or superseded textbooks
 - Individual issues of magazines or journals
 - Items that duplicate existing holdings
 - Outdated books or media
 - Materials in poor condition
 - Materials that exhibit signs of mold or mildew
 - Materials that contain highlighting, underlining, or notes
 - Outdated media formats (e.g., VHS, cassette tapes, LPs)
 - Materials that might cause the Libraries to be liable for copyright infringement (e.g., illegally copied audio or video recordings).
4. According to U.S. tax regulations, KVCC, as the recipient, may not appraise gifts for tax purposes. Any appraisal must be paid for by the donor and completed before the donation is made.
5. Donors are responsible for the delivery of donated items to KVCC's Texas Township Campus Library.
6. Upon request, KVCC Libraries will send the donor a letter acknowledging the number of items selected for inclusion in the Libraries' collection. A copy of this letter will be forwarded by the Libraries to KVCC's Director of Development. The acknowledgement letter will not include an itemized list of individual titles. It is the donor's responsibility to keep a detailed list of donated items if one is desired.
7. Unless otherwise requested by the donor, donated items added to the general collection will be identified as gifts through the placement of a standard bookplate in honor of the donor.

Gift Agreement
Kalamazoo Valley Community College Libraries

I have read the *Library Gift Acceptance Policy* on the reverse side of this page. I understand that KVCC Libraries accept materials *for review* and that the Libraries may dispose of materials not added to the collections. All donations become the sole and permanent property of KVCC Libraries.

I, _____, affirm that I am the owner of the materials being donated, and herewith present to KVCC Libraries all rights, title, and interest in the following materials received by the Libraries on (date) _____.

Brief description of the items donated (e.g., 20 biology books, 3 boxes of German literature books) and/or list of titles (attach additional pages if needed) _____

_____.

- Check if applicable: Gift acknowledgment letter **NOT** required.
 Do **NOT** label books with donor bookplate.

Complete this section if an acknowledgement letter from the Library is requested.

DONOR

Print name: _____

Address: _____

Phone: _____ E-mail: _____

Signature: _____

LIBRARY REPRESENTATIVE

Print name: _____ Date: _____

Title: _____ Phone: _____

Library Personnel: Please keep this form with material donated. Notify the Acquisitions Supervisor for further handling (488-4464). (JEA 10_15_10)