



**Otterbein University
Courtright Memorial Library
Gift-in-Kind Acceptance Form**

**Donor Information**

Mr. Ms. Mrs. Dr. Mr. & Mrs. Date: _____

Donor's Name/Org _____

Contact Name _____

Personal thank you letter addressed to this person at org.

Address _____

City, State, Zip _____

Phone Number _____

Email Address _____

Donation intended for: Main Collection Archives Periodicals Friends of the Library Sarah's Corner Unsure

In-Kind Gift Information

Type of In-Kind Gift

CD

Book

Other _____

DVD

Periodical Subscription

Internal transfer from _____ (department or Univ. group or affiliate)

Description of In-Kind Gift _____

Notes Regarding In-Kind Gift _____

Value of In-Kind Gift

Source of Valuation

Donor

Appraiser (documentation required)

Condition of In-Kind Gift

New

Good

Poor

Unknown

N/A

Delivery/Storage Requirements?

Yes

No

If yes, please explain _____

Hazardous Concerns?

Yes

No

If yes, please explain _____

On-going Costs?

Yes

No

If yes, please explain _____

Restrictions on in-kind gift?

Yes

No

If yes, please explain _____

Do you require a tax receipt?

Yes

No

Donor Signature: _____

*by signing, donor acknowledges and accepts the terms & conditions of the [Library Materials Donation Policy](#)

In-Kind Gift Acceptance

I recommend acceptance of this gift by Otterbein University

Authorized Library Representative* _____

Date _____

*Library Director in cases where donation is at least \$500 or tax receipt requested

If indicated tax receipt, or if valued over \$500, completed form, along with support documentation*, should be sent to the Institutional Advancement, Howard House. Questions should be directed to Juliana Sinclair, Director of Stewardship, x1261.

** For donations with a FMV of at least \$5,000, a certified third-party appraisal and IRS Form 8283 are also required.*

Library Materials Donation Policy

Webaddress needs updated when policy confirmed

The Courtright Memorial Library is grateful for donations of many types of materials. Of primary interest are current, well-cared for, and relevant books, DVDs, or CDs. Materials donated to the library have the potential to greatly enhance our current collection.

If you are interested in making a donation, please fill out the Gift-in-Kind Acceptance Form found online at the Library website www.otterbein.edu, or contact the Collection Development & Acquisition Coordinator (CDAC) (EZeitz@otterbein.edu; 614.823.1938) to have a copy sent to you. Materials donations valued over \$500 or including a request for a tax receipt will be processed in cooperation with Otterbein's [Office of Institutional Advancement](#).

Evaluation and Disposition of Donated Materials

The Courtright Memorial Library evaluates donated materials by the same criteria applied to the acquisition of new materials under the guidance of our Collection Development plan. We accept those donations that satisfy a current or anticipated curricular demand; are essential for overall collection development; or possess definite research potential. The Courtright may refuse any donations that fail to align with our Collection Development needs, or that do not meet federal and state laws.

We are grateful to all those donors who think of us, even when we must refuse their donation. Not all items included in a donation may be accepted into the library collection. Any materials not accepted into the collection will be disposed of as we see appropriate; methods may include resale or recycle. Any funds received from the resale of items will benefit the Courtright Memorial Library.

We may accept journal issues if it is determined that they fill gaps in our existing collection – please contact the CDAC (ezeitz@otterbein.edu; 614.823.1938) with a list of titles and issues so we can evaluate our needs.

We do not accept textbooks unless they are currently being taught and a professor name and/or course number are provided.

We do not accept encyclopedias, LPs (vinyl records), VHS, or cassette tapes.

We do not accept materials that are broken, defective, or suffering from water damage, mold, excessive dust, infestations, or other damage.

Delivering Donated Materials

The library does not have sufficient staff to pick up donations; therefore, all donations must be delivered to the Library. After submitting the Materials Donation Acceptance Form and receiving approval from the CDAC, you may bring your donations to the Library's circulation desk on the main floor or to the rear service door of the Library. The Library reserves the right to dispose of or refuse any donation brought without prior conversation with the CDAC.

Appraisal of Donated Materials

Federal law prohibits the Library, as recipient of the donation, from appraising any donation. Furthermore, the Library will not pay for an appraisal used for the donor's tax purposes. If you wish an appraisal for tax purposes, you must obtain one at your own expense prior to donating your materials to the Library, and include a copy of that appraisal with the donation. Once the donation enters our processing workflow, appraisers cannot be accommodated. You can learn more about the appraisal process at the following link:

http://www.appraisers.org/docs/default-source/discipline_pp/irs-requirements-for-appraisals-of-gifts-and-donations.pdf?sfvrsn=0. Learn more about gift taxes and IRS standards by following this link: <https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Frequently-Asked-Questions-on-Gift-Taxes>.

Acknowledgement of Donation

If your donation is valued at less than \$500, and if you did not request a tax receipt, you will receive a Letter of Acknowledgment that will indicate the total number of items donated. Expect this letter within four (4) months of your donation. This letter is not a tax receipt, and the Letter of Acknowledgement cannot be used for tax purposes. Please indicate on the Gift-In-Kind Acceptance form if you wish a tax receipt, or if you have a value to assign to your donation. If your donation is valued over \$5,000, a certified third-party appraisal and IRS form 8283 is required. Please work with the CDAC & Otterbein's Office of Institutional Advancement if your donation is valued at over \$5,000.

Unsolicited Publisher / Vendor Donations

Unsolicited materials left at the library or sent by institutions, publishers, or vendors will not receive verbal or written acknowledgement. If appropriate, these packages will be refused and returned to the sender.

Questions

Please contact the Collection Development & Acquisition Coordinator at 614.823.1938 or via email at EZeitz@otterbein.edu.

Related Policies:

Gift Acceptance: Gifts-in-Kind; GA- 6, Institutional Advancement, Effective 5/1/15

Gift Acceptance: Section 2, Gift Types Policy, GA- 3, Institutional Advancement, Effective:

Gift Acceptance: Section 2, General Overview; GA- 1, Institutional Advancement, Effective:

Coordination of Fundraising Activities and the Acceptance of Private Gifts: Authority to Conduct Fundraising; ACF- 1, Effective: