

WASHBURN UNIVERSITY LIBRARIES GIFT MATERIALS POLICY

The University Libraries will accept appropriate gifts of books and other library materials with the understanding that such gifts become the property of the Libraries. These items are also accepted with the understanding that the Libraries will make the final decision on the use or other disposition of the donation in the best interests of the Libraries and its users. The Libraries will decide the conditions of display, housing, and access to the materials. Anyone interested in donating materials to the Libraries should contact Alan Bearman, Interim Dean of Libraries, (785) 670-1855 or alan.bearman@washburn.edu .

The Libraries do not provide itemized lists of donated materials. However, each donor will receive a letter of acknowledgment of their gift unless he or she requests otherwise.

In accordance with Internal Revenue Service requirements the University Libraries, as an interested party, cannot make appraisals of gifted material. Appraisals are the responsibility of the donor. However, the Libraries may refer donors to reference sources regarding appraisal materials and/or give the names of professional appraisers. The acceptance of any gift that has been appraised by an outside person or agency does not imply an endorsement of the appraisal by the Libraries.

May 2008