

GIFT POLICY

ODUM LIBRARY

Valdosta State University

Gifts are accepted, with the understanding that the Library may dispose of or add them to the collection at its discretion, and in the same manner as purchased materials. Gifts are given to the Head of Acquisitions and Collection Development who will make the decision to accept or decline the gift (s). The University Librarian will be notified of all gifts to Odum Library and will send formal acknowledgement of gifts to the donor for his or her donation.

As a general rule, gifts will be added to the Collection following the same selection criteria as similar purchased materials. The Library assumes no responsibility for appraisal of gifts, nor will the Library accept gifts under restricted conditions.

When a gift is accepted, it becomes the property of the Library, which will determine whether it is to be added to the Collection or discarded. Bookplates naming the donor are provided for gifts and placed inside the book. If a donor wishes to claim a charitable deduction for income tax purposes, the donor is responsible for providing a detailed inventory of the gifts. No member of the Library staff will provide an appraisal. If the donor wishes to make a tax claim, the donor must determine the fair market value.

If the gift is declined, it will be returned to the donor or a designated party or disposed of by the Collection Development Librarian when the decision to decline is made.