

**Oakland University
Kresge Library
Donor Record Form**

Thank you for thinking of Kresge Library! Before donating your material, **please read the Kresge Library Gift Policy on the reverse side of this form.** Then complete the form below so that we may record information about you and your gift for our donor file. Again, thank you for your generosity.

NOTE: Because of the volume of gifts that we receive and the subsequent labor involved in processing them, the library cannot provide donors with itemized lists of the materials donated. Donated materials that are not added to the library's collection may be sold; given to other institutions, students, faculty or other individuals; or otherwise discarded by Kresge Library.

Donor Name: _____

Date of Donation: _____

Contact name (if other than donor): _____

Address: _____

Phone: _____ E-mail: _____

Donor affiliation to Kresge Library (alumni, parent, past donor etc.)? Please specify: _____

Note: Gifts of materials worth more than \$5,000 must first be accepted at the University level and an appraisal, at the donor's expense, is required from an independent qualified appraiser.

I have read the Kresge Library gift policy and agree that my donation shall be handled according to its stated terms.

Signature: _____ Date: _____

For Kresge Library Use Only

Number of Items donated:

_____ hardcover books _____ paperback books _____ journal issues _____ DVDs/CDs

Other: _____

General subject of materials: _____

Routing (Initial and Date):

Received Gift: _____ Added to Gift Log: _____ G-I-K form completed: _____

Kresge Library

Material Gifts Policy

Kresge Library welcomes the opportunity to discuss with potential donors the possibility of contributing materials to the Kresge Library. Such gifts can enhance the Library's collections in a variety of ways, thereby enriching the resources available to OU students, faculty and the larger community.

We usually do not accept the following types of gift materials:

- Textbooks
- Popular magazines
- Mass-market publications
- Self-published books
- Material in poor condition (e.g. brittle, heavily marked, highlighted, etc.)
- Superseded formats (e.g., LPs, 8-track tapes)
- Material that might cause the Library to be liable for copyright infringement (i.e., illegally copied audio and video recordings).

Decisions on whether or not the materials will be accepted for the collection will be made by appropriate library faculty.

Making a Donation

Gifts of material are diverse in source and come to the Library after a preliminary discussion and evaluation. In all cases, we'd like to discuss your donation with you, before you deliver the material to the Library. The Coordinator may need a list of the items before determination can be made concerning acceptance. The Kresge Library does not accept unsolicited donations that are dropped off at the Library. After a preliminary discussion and evaluation of the materials, it is the responsibility of the donor to arrange for delivery of books and other material to the Library. Please ensure that all books and other items are in boxes or sturdy bags with your name and phone number attached. We require a Kresge Library Donor Record Form to be completed and submitted with each donation. If the materials are not accepted by the Library, we recommend donating them to your local public library or charity. Contact Shawn Lombardo, Coordinator of Collection Development, to discuss your donation.

Acceptance of Gifts

All books and other library materials given to Kresge Library become the property of Oakland University. The Library will add to its collections only gift material that supports the research and teaching mission of the university and, in most cases, titles added will be integrated into existing collections that are available for all of the Library's users. The Library holds the right to determine retention, location, circulation, cataloging treatment, and final disposition of the gift. Donations not selected for addition to our collection may be donated to other institutions, sold, recycled, or discarded. We regret that we are not able to notify donors of the final disposition of their gifts or return items not added to our collection.

Tax Considerations

Due to legal restrictions, the library is unable to provide appraisals. Gifts of materials worth more than \$5,000 must first be accepted at the University level and an appraisal, at the donor's expense, is required from an independent qualified appraiser. Donors of gifts with an estimated value more than \$500 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. It is always best for donors to review this and other important tax matters with their own tax advisor or attorney.

For More Information

If you have questions or need additional information about making a gift of materials, please contact Shawn Lombardo, Coordinator of Collection Development, at lombardo@oakland.edu or 248-370-2493.