

Donor Record Form, The Ames Library

Thank you for thinking of The Ames Library. Please consult the Library Gift Policy on the reverse side before donating your materials. Below is a form that we ask you to complete so that we may record information about you and your gift for our donor files. Your signature acknowledges that gift materials not added to the collection may be sold, offered to other libraries, or otherwise disposed of at the Library's discretion.

Gifts to the Library are tax deductible. Your signed copy of this form may serve as a record of your donation. However, according to federal law, we are prohibited from setting a monetary value on your gift. Please contact the University Librarian with any questions.

Donor Name _____ Date _____

Contact name (if other than donor) _____

Address _____

Phone _____ E-mail _____

Donor affiliation to Illinois Wesleyan University (alumna/us, parent, etc.)

Approximate number of items _____

Description of Donation (i.e., general subject, books, journals, etc.):

Bookplate requested Yes _____ No _____

If yes, preferred wording on gift plate:

I have read The Ames Library Gift Policy and agree that my donation will be handled according to its stated terms. I understand that donations are final.

Donor Signature: _____

Internal record: Gift materials received by: _____ Date _____ Sent to: _____

Date _____

GIFTS POLICY

The Ames Library of Illinois Wesleyan University welcomes monetary gifts and donations of library materials that enhance existing collections and support the curricular needs and research interests of students and faculty.

All gifts are evaluated in terms of the goals of the library. The library reserves the right to decline offers which fall outside the scope of its Collection Development Policy. Textbooks, materials in poor condition, short or incomplete back runs of journals, mass-market paperbacks, obsolete formats, and duplicates of existing holdings are examples of library materials that we typically do not add to the collection. If it is necessary to decline a donation, alternative recipients will be suggested if possible. The Ames Library is committed to providing socially and environmentally responsible disposition of gift materials not needed for our collection through the Sustainable Shelves program at Baker & Taylor.

Once accepted, gift materials become the property of Illinois Wesleyan University and will be added to the collection or responsibly disposed of as deemed appropriate by The Ames Library. The University Librarian reserves the right to determine the retention, treatment, location and other considerations related to the use or disposition of all gifts-in-kind.

Donors are encouraged to discuss potential gifts, particularly of large collections, with the University Librarian before the donation is actually made. Issues concerning the appropriateness, transportation, disposition, appraisal, and processing of a gift should all be negotiated before a donor ships or delivers materials. All donors will need to fill out a Donor Record Form. Gifts and donations to The Ames Library may be appraised to determine appropriate contribution deductions. The transfer of University records, gifts of rare books, manuscripts, and material related to the history of Illinois Wesleyan University are welcome and will be referred to the University Archivist & Special Collections Librarian.

Appraisals and Contribution Deductions

Most donors who contribute property (excluding cash and publicly traded securities) to Illinois Wesleyan University, and who claim a fair market value exceeding \$5,000, must obtain a written appraisal from a qualified appraiser to support the claimed valuation. This appraisal must be obtained no earlier than 60 days prior to the date the property is donated, and not later than the due date of the return (including extensions).

Even when the donated property is worth less than \$5,000, it is a good idea to obtain a formal appraisal in order to determine the contribution deduction amount. The University Librarian may assist in suggesting names of local qualified appraisers, if needed by the donor. The appraisal fees are paid for by the donor.

When the contribution deduction is over \$500, the University Librarian's Office will work with the University Advancement Office to provide the necessary receipt letter and IRS Form 8283. Form 8283 is not required when the contribution deduction is less than \$500. A University officer's signature on the Form 8283 does not mean that the University agrees with the appraised value, merely that the University has in fact received the property and acknowledges the IRS two-year disposition requirements.