

**PURDUE UNIVERSITY LIBRARIES  
GIFT-IN-KIND ACCEPTANCE POLICY  
Revised June 2013**

*This policy statement establishes uniformity in Libraries gift practices and criteria.*

Thank you for thinking of the Purdue University Libraries as a potential recipient for your books, journal issues, or other print materials.

The Libraries evaluate potential gifts-in-kind and then accepts and acknowledges them in compliance with University policies relating to such matters. (Gift Acceptance II.B.2: <http://www.purdue.edu/policies/business-finance/iib2.html>). The University stipulates that “receiving departments must agree to use the in-kind materials before accepting the gift.”

**Procedure for suggesting a donation:**

1. Contact a [subject specialist](#) with a general description of the items you propose to donate.
2. If the subject specialist indicates that the items may be of possible interest based on the current learning and research needs of the University, he or she will ask you to prepare a list of the items and/or arrange a site visit.
3. After reviewing the list the subject specialist will indicate which specific items will be accepted.
4. Arrange delivery of those specific items to the subject specialist.

**Criteria for Acceptance and Retention:**

University Policy states that only items that support the current teaching and research areas of the University will be accepted. Please note: Purdue Libraries do not accept gifts of books and journals already held in the collection.

**Conditions:**

No conditions as to location, circulation, use, disposal, or marking may be attached to the donation. If you feel that exceptions apply to your donation, please discuss these with the subject specialist.

**Value of the Gifts:**

You must establish the value of the gift for tax purposes if desired. Any appraisals are your responsibility; the fee may be tax deductible.

**Copyright:**

The Libraries generally do not accept gifts with copyright restrictions. If there is an exception you will be asked to complete and sign a *Deed of Gift Agreement*.

**Gift Acceptance:**

Once the donated items have been received, the subject specialist should forward information about the donation (titles or general description and number of items) to the Development Coordinator who will prepare a Gift-in-Kind form for the subject specialist’s signature and a

draft thank you letter. Once approved by the subject specialist, the letter will be signed by the Libraries Director of Advancement and sent to donor. The signed Gift-in-Kind form along with a copy of the signed letter and any supporting documents will be sent to UDO Gift Funds Accounting in Dauch, keeping copies for the Libraries Advancement Office. The donor will receive an acknowledgement letter from the University Development Office that is signed by the Vice President of Development.

**Gift Decline:**

Once the donated items have been received, the subject specialist will notify the Development Coordinator that a gift has been declined. The Development Coordinator will prepare a letter notifying donor that gift was declined and in the letter reference gift acceptance policy for future donations.

**Alternatives:**

If the Purdue Libraries declines your suggested donation, please consider other organizations, such as public libraries, used book dealers, and overseas book donation agencies.

OTHER GIFTS

**Gifts-in-Kind:**

The University has established special procedures for gifts-in-kind (e.g., equipment, furniture, supplies) received from donors (see **Gift Acceptance Policy 11.B.2**). Contact the [Libraries Director of Advancement](#) regarding any potential gifts that meet the qualifications of a gift-in-kind.

**Gifts of manuscripts or other unpublished materials:**

[The Virginia Kelly Karnes Archives and Special Collections Research Center at Purdue University](#) welcome gifts of manuscript or archival materials that fit within its collecting policy guidelines. Gifts of this type are not collected in the individual libraries.

**Monetary Gifts:**

For details see: <http://www.lib.purdue.edu/adv/>