

MADELEINE CLARK WALLACE LIBRARY GIFTS POLICY AND INSTRUCTIONS

Gifts of money or gifts in kind to the Library, i.e. books, periodicals, and other materials that contribute to the development of Library collections and support of the College's Curriculum are much appreciated.

Money Donations for library purposes: see Quick Links, "Giving to Wheaton" on the Wheaton Home Page (www.wheatoncollege.edu) or e-mail Gifts Planning for help and information: giftsplanning@wheatonma.edu.

Gifts in Kind for the library: all gifts in kind **MUST BE DEEMED SUITABLE by a Library Contact before delivery to the Library**. The rationale for this policy is based on space considerations, staff processing, and time costs. (See **Gifts That Are Acceptable** for contact information.) It is understood that all gifts, once approved, become the property of the library upon receipt. In general, the Library will not accept any gift with conditions attached. The Library, as owner of the material, will add to the collection or dispose of the gift in the best interests of the Library and the College's academic programs. Monies earned from the sale of released items will be used to purchase new or replacement items for the Library's collections.

Refusal. Gifts that do not meet the criteria for acceptance (do not contribute to the mission and purpose of the Library) may be refused during the initial contact. Suggestions may be offered for possible alternatives such as donation/sale/disposal.

Acknowledgement of Receipt. Unsolicited gifts are acknowledged **ONLY** if accepted. Accepted gifts are acknowledged by letter and cite the number and material type(s) of the gift and the date received. A faculty or staff donor, who is known to frequently give during the year, will receive an annual acknowledgement of receipt letter.

Appraisals. If a donor desires an appraisal for tax purposes, it is the responsibility of that donor to obtain the appraisal and absorb the cost of that appraisal. The donor must submit a copy of the appraisal with the donation to the library. As the IRS considers the library the recipient of the gift and thus an interested party, it is legally disqualified as an appraiser of the gift. If a donor wishes an official acknowledgment letter for tax purposes from the College Development Office, the donation **MUST** be appraised. If there is no appraisal, the library will provide a proof of receipt letter that counts only the number and kind of items donated.

See **IRS regulations and forms** below for government requirements regarding appraisal and tax deductions.

IRS Publication 561: Determining the Value of Donated Property.

www.irs.gov/pub/irs-pdf/p561.pdf

IRS Publication Form 8283: Noncash Charitable Contributions

www.irs.gov/pub/irs-pdf/f8283.pdf

IRS Publication Form 8283 instructions: Noncash Charitable Contributions.

www.irs.gov/pub/irs-pdf/i8283.pdf

Or for ordering forms, instructions, and publications call: 1-800-829-3676

Appraisers (a short list of places that might help you):

American Society of Appraisers

Tel. No. 1-800-ASA-VALU. For an appraiser nearest you.

www.appraisers.org/

Antiquarian Booksellers' Association of America. You can find dealers and appraisers from this site.

www.abaa.org/

Book-Appraisal.com is a member of The Association of Online Appraisers. You can get a book appraised online for a small charge, and receive a certificate with the results in three days by e-mail. There is a regular mail option for an added charge.

www.book-appraisal.com

GIFTS THAT ARE ACCEPTABLE (and some that are not.)

NOTE: All potential gifts must be approved before actual delivery by speaking with a Library Contact as listed below. Only then may a donation be sent to or dropped off at the Library.

Library General Collections:

Acceptable are items that are scholarly in nature, recently published (last 4 years), whose subject matter fit the current collection development policy, and will be a foreseeable asset to the collection.

Acceptable are expensive textbooks being currently used in Wheaton classes. These will be weeded from the collection when they become out dated. This is an exception to the general rule that the library does not add textbooks to the collection.

Not acceptable are *duplicates* of items already in the collection and *outdated editions* unless the outdated edition is considered to be a classic in its field or important for its historical value. *Broken sets* or *incomplete units* are *unacceptable* unless they can replace or complete a title already in the collection.

Not acceptable are items that fall *outside the scope* of the collection such as trade paperback titles, books about hobbies and crafts, consumable items such as workbooks and laboratory manuals that are really instructional supplies.

Not acceptable are items taped off air or other electronic media for which copyright clearance is not confirmed.

Not acceptable for the general collections are items that are marked up, yellowing, broken, mildewed or moldy, infested, fire and/or water damaged, and items that are in generally poor condition.

General Collections Library Contacts (or if you are not sure where your proposed gift would fit):

Gloria Barker, Director of Library Collections & Technical Services
508-286-3723
gbarker@wheatonma.edu

Journals or Serials (It is very important to speak with the Serials Librarian before making this kind of gift):

Acceptable are gift subscriptions that compliment the collection development policies of the Library and support the curriculum.

Not acceptable are individual issues of a journal or an individual volume of a series, or titles whose subject matter is outside the scope of the collection, or are unneeded duplicates of titles already in the collection.

Journals & Serials Library Contact:

Jean Callaghan, Serials/Electronic Resources Librarian
508-286-3715
jcallagh@wheatonma.edu

Archival and Special Collections:

Acceptable are *Archival items* that have relevance to Wheaton College:

- Alumnae/i publications
- Faculty/Staff publications written, researched, or published while in Wheaton College employ
- Manuscript materials and ephemera related to Wheaton College

Acceptable are items that enhance Special Collections as described in the Collection Development Policy and as defined by Archives Special Collection needs. We are especially looking for:

- 19th Century and earlier publications from England and Europe
- Incunabula
- 19th Century and 20th century materials about the underside of life such as child abuse, employment/unemployment, and living conditions
- Literature by and about women, families, and gender issues
- 18th Century periodicals
- Large collections in special areas
- Manuscript Materials of any era:
 - Careers of women and the family
 - Gender issues
 - Child rearing
 - Diaries, journals, letters

Archival or Special Collections Library Contact:

Zephorene L. Stickney, Archivist and Special Collections Curator
508-286-3712
zstickne@wheatonma.edu

**MADELEINE CLARK WALLACE LIBRARY
WHEATON COLLEGE, NORTON, MA 02766
GIFTS RECEIPT – RELEASE FORM**

A copy of this form must be submitted with each donation. Multiple items given together are considered a single donation. You must have initial approval by a Library Contact before proceeding with the donation. We require a copy of this completed form to accompany the gift and suggest you make a copy of it for your own records. *If you have had the donation appraised, you must include a copy of that appraisal with this submission form.*

Appraisal made: _____

Not appraised: _____

I understand that once a completed copy of this form is delivered to the Wallace Library along with the donation, that the Library becomes the sole owner of the donation and may add or dispose of the donation in the best interests of the Library and the College.

Name: _____

Address: _____

Telephone and/or e-mail: _____

Date: _____

Donation (number of items, brief description, or attach additional information):

Signature: _____