

MANHATTANVILLE COLLEGE LIBRARY
GIFT POLICY (rev. October 4, 2016)

The Manhattanville College Library accepts a small percentage of gifted collections based on significance to the College. Selected significance criteria might include uniqueness, provenance, and filling gaps in existing library collections. Accepted gift collections must conform to same standards as purchased items so that the total collection maintains high quality, consistency, and relevance to the College curriculum.

GENERAL GUIDELINES

I. Evaluation and Scope

1. All prospective gift collections must be evaluated by a librarian prior to acceptance and/or delivery to campus. Typically, evaluation is done by the Head of Collections and Technical Services or the Library Director.
2. Due to the high costs of processing physical items, the Library will only accept materials that are highly relevant to the institution's needs. The Library reserves the right to accept or refuse any prospective donations.
3. Criteria used to determine acceptability include, but are not limited to:
 - a. Whether the materials fall within the scope of the Library's collection
 - b. Whether Manhattanville is able to house and provide access to the materials
 - c. Whether gifted items would duplicate material already held
 - d. Whether physical condition is acceptable (no mold, insects, brittle paper, etc.)
 - e. Whether processing and maintenance costs would be manageable
 - f. Whether the donor wishes to place restrictions on the disposition and use of the material offered
 - g. Whether library staff can process donated materials in a timely manner (collection gifts beyond a few boxes may require a processing fee, typically \$15 per volume for book donations)

II. Terms of Acceptance

Prospective donors who contact the Library are informed:

1. Donated items become the property of the Library, and as such, disposition of items after donation are at the sole discretion of the Library.
2. Generally not accepted are: materials showing evidence of insects and/or mold; small, non-academic collections; any magazines, textbooks, condensed books, mass-market paperbacks, VHS or audio cassette tapes; most encyclopedias or reference books; materials bearing ownership markings of another library or institution; materials with marks of prior usage, except if provenance has special significance.
3. Significant gifts of personal papers or ephemera related to the College and its mission will be considered.

4. Because of our strict classification arrangement, the Library will usually not create separate named collections; identifying markings and/or displays may require a fee.
5. Accepting certain gift collections may require a processing fee.
6. No gifted materials will be returned to the donor.

The Library may require a description of any gift prior to evaluation. Detailed descriptive data (in the form of card files, itemized lists, manifests, pictures, etc.) may be required. In addition, the Library may require on-site evaluation before acceptance.

Delivery of gift materials is the sole responsibility of the donor, and must be arranged in advance with either the Head of Collections and Technical Services or the Library Director. The Library does not have a vehicle to pick up or transport materials, nor liability insurance to cover either its personnel or gifted materials.

III. Acknowledgment of Gifts

A donation form will be signed by the donor at the time of acceptance by the Library. The form will document the number of items or containers received. It is the donor's responsibility to provide the value of the gift materials on the donation form. If the donor desires to have gift materials appraised, it is the donor's responsibility to obtain an estimate by employing the services of an independent consultant before materials are accepted by the Library. Gifts with a value of \$5,000 and greater must be appraised before they are donated.

Federal law requires Manhattanville to issue a written receipt to every donor who makes a tax-deductible charitable gift valued at \$250 or more. The Office of Institutional Advancement will issue the official tax receipt for all gifts received by the Library, regardless of value. Without this receipt, the donor may not be able to take an income tax charitable deduction for the gift. The Library will forward all completed donation forms to the Office of Institutional Advancement, so that the Office may record the gift and issue a tax receipt. For gifts with a value of \$5,000 or greater, the Office of Institutional Advancement will provide the donor with IRS form 8283. Once the donor has completed form 8283, the VP of Institutional Advancement will sign it and return to the donor for tax records. Donors who make gifts of \$5,000 and greater will also receive a thank you letter from the President of the College.

1. Upon acceptance, gifts become the property of the Manhattanville College Library and the Library has the right to dispose of unwanted material in the most appropriate way.
2. Documentation of donations received after October, 2016 is retained by the Library in perpetuity.