

Donation Policy

The University truly appreciates donations for its Library, and we have been overwhelmed by the generosity of people. Some of the items we receive, however, are of no use to us.

As a result, we are initiating the following policies regarding donations of printed material:

Generally we will accept **only hardcover books that are in excellent condition** and on subjects that we currently teach. Because of space limitations and other considerations, we normally choose not to accept paperback or magazine donations. Paperbacks that are in “like brand new” condition may be considered, but you should check first with the Director of Library Services.

The needs of a university research library are both varied and specific. Be aware that they exclude some of the items people often wish to donate. However valuable they may be, standard editions of classic works are likely to duplicate our collections. They would be better use to a public library or charitable organization. Textbooks quickly become outdated as new editions are published. Many items, although theoretically valuable, may be printed on paper too brittle to make them usable. Rare books, scholarly works, or works on out-of-the-way or little-known topics are often a good fit for the library. We are also glad to have new books, and replacements for items missing from our shelves.

Donors must have the donated books delivered to: Canizaro Library, Ave Maria University, 5251 Donahue Street, Ave Maria, FL 34142. Normally the University cannot provide or pay for transporting donations to the Library.

If you have particularly valuable materials (appraised at over \$500 per item), we may be willing to pay for transportation.

You should check with us first to ascertain our interest by calling 239-280-2557 and asking for the Director of Library Services.

Tips and guidelines for donations of books:

1. The initial person to contact to donate books is the Director of the Library at telephone number 239-348-4710.
2. The Director will determine whether or not to accept the potential donation.
3. The Ave Maria University Library cannot provide appraisal services for donations. If an appraisal is desired, the donor must seek the services of a professional appraiser.
4. **If requested, we can acknowledge receipt of gift materials** with a form letter indicating the quantity and type of materials donated. Please include this request with the list of books.
5. Except for very valuable donations, the University does not provide transportation services. The donor is responsible for delivery of the donation to the Library if the collection is accepted.

6. If a donation is accepted, **we reserve the right to dispose of books to our best advantage.** Such disposition may include: retention, transfer to another institution, sale, or discard.
7. **All gifts are final.** Unless stated to the contrary in a written agreement, by the act of donation, the donor permanently relinquishes all rights to ownership and dispensation.
8. Please note: once your gift enters our processing workflow, we can no longer accommodate an appraiser; therefore, if you are considering a tax deduction and wish to have your collection appraised, you should do so prior to making the donation.
9. 'Gift of' or 'In Memory of' bookplates can be added to any book donation. These will be added at the donor's request and should be requested at the time of the donation before the books enter the processing workflow.
10. All gifts of materials to the University Library are considered noncash charitable donations.

Tax issues

All material gifts to Ave Maria University Library are considered noncash charitable donations. Persons thinking of donating books to the library often wish to know about the tax status of their gift and are frequently interested in having their gift appraised for tax deduction purposes. According to the IRS, any tax deduction over \$5,000 will require a professional appraisal, for which the donor will be responsible. ***Because the Internal Revenue Service regards us as an interested party, the library is itself unable to provide appraisals.*** Donors should consult their tax advisor in all cases, as the tax code regarding charitable donations is revised frequently. You may also want to take a look at the Internal Revenue Service's website.

Currently, a taxpayer must file Form 8283, "Noncash Charitable Contributions," (Section A) if the fair market value of the donation exceeds \$500. If a deduction of more than \$5000 is claimed for an item or group of similar items donated, the taxpayer must also complete section B of the form.

Further information on appraisals and IRS guidelines for tax deductions can be found on the IRS website (<http://www.irs.gov/>).

Monetary gifts

The Library also welcomes monetary gifts to support its collections, programs and facilities. Your monetary donation may be directed to a specific program or need in the Library (i.e. a specific subject area) or your gift may be unrestricted, thus enabling the Library to use the funds in the areas of greatest need.

Monetary donations may be made for immediate use or to build the Library's endowment to secure the Library's future. An endowment allows for the expenditure of net earnings on the gift, but never allows for the expenditure of any of the principal (original gift). This way the gift goes on forever.

For further information regarding donations, please contact the Director of Library services at 239-348-4710.

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