

The William E. Laupus Health Sciences Library Contract of Gift

Revised Nov. 12, 2009

Donations are an important dimension of collection development. The Laupus Library appreciates and actively solicits gifts. Before accepting a gift, however, the Library requests that the donor read and agree to the following stipulations:

1. By this gift, the donor makes an absolute, unrestricted and unconditional gift of the property, and agrees that the Library shall have the continuing right to use and/or dispose of the gift materials in the best interests of the Library.
2. The donor states that title to the materials is free and clear of all claims and he/she has full power and authority to donate the materials to the Library. The donor transfers legal title as well as all copyright and associated rights of all unpublished material to the Library.
3. The Library does not provide appraisals for donations, nor will the Library pay for an appraisal of donated material. Donors may wish to have an appraisal made for tax deduction purposes at their own expense before giving material to the Library.
4. I understand the Library does not prepare lists of items in gifts. If I valued this gift for purposes of income tax deductions, I have included such a list.
5. I understand that gift materials added to the collection are integrated into the Library's general or History Collections. Specially designated areas are not generally available to house gift materials.

Date of donation _____

Brief description of gift _____

_____ I, the donor, value this gift at \$_____ for purposes of income tax deduction. I have included a list of all items with at least the author, title, and individual value of each item. I have included a list of all journal titles, volumes, numbers, years, and values. The law requires that gifts valued at \$5,000.00 or more be appraised by a licensed appraiser at the donor's expense.

_____ I, the donor, waive the right to claim this gift as an in-kind deduction to my income taxes.

Signature of donor or donor's representative _____

Donor's name (please print) _____

Address _____

Phone _____

The Laupus Library hereby gratefully acknowledges receipt of the object(s).

For the Laupus Library _____

Title _____ Date _____

-----Library use only below this line -----

Number of individual gift items received: (To be completed by History Collections)

Monographs	Serials	Audiovisuals	Other Mixed Materials (Specify)

Thank you letter by: _____

Date letter sent: _____

Foundation form sent: _____