

## **Gifts Policy**

### **D. Hiden Ramsey Library, UNC Asheville**

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Ramsey Library welcomes gifts of books, manuscripts, digital media, and other research materials. It is through such generosity that the Library is able to add depth to the academic resources available to our community. Particular interest is paid to scholarly, current, or rare items in good physical condition. The following guidelines are offered to assist donors. Based upon these criteria, the Library retains the right to accept or decline all potential gifts.

#### **I. General Guidelines**

Due to the high costs of managing the gift process, the Library's goals in accepting gifts are to acquire only materials which are highly relevant to the university's needs. All potential gifts will be evaluated by appropriate Librarians in accordance with the collection development policies of Ramsey Library. Potential gift items will:

- Support the University's current and evolving curriculum and academic disciplines;
- Sustain the research needs of faculty and students;
- Augment older and current collections of depth.

#### ***Types of Donations that are Generally Considered Inappropriate***

- Materials that are not in good physical condition, e.g., contain mold or mildew, tears, stains, water damage or are in any way impaired in a manner that results in limited or restricted use. These are potentially harmful to existing collections.
- Large museum type artifacts. Such items cannot be accommodated by the Libraries.
- Materials that require significant restoration or conservation or unique storage, unless accompanied by appropriate funding or by permission of the University Librarian.
- Gifts on which a donor places restrictions that will negatively affect the use of the materials.
- Textbooks
- Popular trade paperbacks
- Single issues of periodicals or broken runs of bound periodicals, unless they fill gaps in our current collection
- Outdated, superseded titles
- Outdated media formats such as LPs, cassettes, etc.
- Materials which duplicate current holdings
- Photo copies/facsimiles of original materials.

#### **II. Process for Accepting Gifts**

1. Only the CIO and Bibliographers can accept collections on behalf of the Library. These individuals will liaison with the Cataloging/Acquisitions Librarian for delivery arrangements etc.
2. For rare and archival donations to the Ramsey Library Special collections contact Special Collections at 828-251-6645. For all other gifts or portions of gifts to the collection, donors will provide a description and titles of any gift donation larger than 20 items before it can be considered. In the absence of such

- documentation, the Library may require on-site evaluation of the collection by subject area or liaison librarian staff before a determination to accept can be made. These expert individuals will evaluate potential gifts for appropriateness and inclusion in the collections.
3. In certain instances, portions or items from previously accepted gift collections may not be placed in the Library's collection and may go to the Library's gift book vendor. Gifts delivered without prior arrangement or contact with the Libraries' acquisitions and gifts staff or staff listed above will not be accepted or acknowledged.

## **IV. Donor Information**

Under current tax law for gifts over \$500 but less than \$5,000, donors must file a completed [IRS Form 8283](#) which must be signed by the UNCA Foundation. Gifts exceeding \$5,000 require a formal appraisal, which must be secured by the donor, to accompany filing IRS Form 8283. The value of the gift should be determined by the donor prior to transfer to the Library. If possible, a copy of the appraisal should also be submitted to the Library.

Should the Library decide to sell a donated item within two years of receipt, the University must file [IRS Form 8282](#) which discloses the actual proceeds from the sale of the gift and restates the gift value indicated by the donor on form 8283. The IRS uses this to determine if the gift value claimed by the donor was reasonable.

IRS law prohibits library staff from appraising materials or the Library paying for or arranging for appraisals. Pertinent information is available in [IRS Publication No. 561 "Determining the Value of Donated Property"](#). Because tax laws change frequently, it is advisable that donors seek professional tax or estate counsel prior to making a gift.

Approved by the Ramsey Library Faculty, 6/18/08  
Last updated 7/8/08 by Barbara Svenson, Acquisitions & Cataloging Librarian