

Castleton State College Library Gift Policy

(January, 2007)

Over the years, the Calvin Coolidge Library has been enriched by generous gifts from alumni, students, faculty, staff, and friends of the college. The library welcomes gifts that support the college's mission and academic programs.

The library welcomes the following kinds of donations:

- Hardback and paperback books in good condition that support Castleton's academic programs
- Substantial runs of appropriate academic journals
- Music compact discs
- Videos and DVDs
- Financial contributions

The library generally does not need old textbooks, damaged or heavily underlined books, laboratory or repair manuals, workbooks, photocopies, or most artifacts (objects).

Policy

No library collects everything. The Calvin Coolidge Library primarily collects materials that support the mission and programs of the college. Gifts are evaluated for addition to the collection using the same criteria that are used for purchasing new material. (See the Castleton State College collection Development Policy Statement.)

Gifts are accepted with the understanding that they become the sole property of the library, and the library reserves the right to use them to best serve its patrons. Donated materials will often serve to complete partial sets, add additional copies, and replace worn or lost titles. The library will sell gifts that do not meet current needs, or it may exchange items with other libraries for materials that are more appropriate for Castleton's collection. The library may recycle some items or, as a last resort, may discard them.

The library cannot create a special collection for a donor's materials nor can it accept donations with restrictions.

Purchasing a book (or other item) for the library

You may also purchase something for the library. For example, if you wish to remember a loved one who had an interest in art, the librarian who selects art materials will select something that is needed by the library and that is in the price range you specify. An "In Memory Of" gift plate will be placed in the book.

How to make a donation

To donate books or other items: Call the Library Director, Sandy Duling (802 468-1396) or the Technical Services Library, Nancy Luzer (802 468-1360), who will discuss your donation with you and let you know of any special circumstances regarding your gift.

To make a financial contribution: Contact the Library Directory, Sandy Duling (802 468-1396) or the Castleton State College Development Office (802 468-1241).

A note about appraisal

Most donations—of money, books, or other materials--are tax deductible. The library can provide an itemized official thank you, but the library assumes no responsibility for estimating the monetary value of donated items. Donors may receive further information on valuation of donated property from the Internal Revenue Service and IRS Publication 561, *Determining the Value of Donated Property* (www.irs.gov/pub/irs-pdf/p561.pdf)

Acknowledgement

The library will acknowledge all donations unless requested not to. All donors receive a letter of thanks. Other methods of acknowledgement include bookplates and displays. If a donor wishes, the library can place the donor's name in the cataloging records of donated books.