

## Gift Guidelines for Potential Donors

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Due to critical limitations in our space and resources, the St. Olaf College Libraries rarely accept gifts of books or journals to the collection. As a potential donor you may wish to consider other options. The following libraries and organizations accept donations of gift materials:

- [Zubal Books](#) will buy entire literary estates, private libraries and household accumulations, and specialized in rare and antiquarian texts.
- [Northfield Hospital Auxiliary](#) accepts donations for its annual books sale; volunteers will pick up books and store them until the sale date.
- [Better World Books](#) reuses, resells and recycles used books to promote global literacy initiatives.
- [Operation Medical Libraries](#) is a collaborative project of American universities and hospitals, and the U.S. military that provides medical and nursing textbooks for medical students, nurses and physicians.

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### CONDITIONS OF ACCEPTANCE

In rare circumstances, St. Olaf College Libraries does accept gifts of special significance. The Libraries' Gift Committee, comprised of the College Librarian, the Head of Collection Development, a representative from the Library Faculty Committee, and a representative from the College's Development Office, shall meet on an as-needed basis to review prospective donations consistent with the established collecting guidelines.

All materials considered for the collection must meet all of the following criteria:

- 1) The proposed gift must conform to the St. Olaf Libraries collection objectives;
- 2) significance of the material must be determined;
- 3) the material should, if possible, be documented as to provenance;
- 4) St. Olaf Libraries must be able to properly care for the proposed gift.
- 5) materials must be free from donor-imposed restrictions regarding deaccession and disposal.

Potential donors shall provide the College with a Letter of Intent. The letter shall include a description of the intended gift, a complete title-list of materials, and evidence of ownership. Due to time and cost constraints, we regret that the St. Olaf Libraries cannot compile lists of donated materials.

If the materials are accepted, the College Librarian and the Head of Collection Development shall furnish the Gift Committee with descriptive information regarding the material, including the approximate insurance value; historical, literary or artistic relevance of the work, and information regarding the origin of the work.

Donors of materials accepted into the St. Olaf College Libraries shall receive a formal letter of thanks and a Deed of Gift form from the Head of Collection Development. Donors must sign and return the Deed of Gift, which transfers title and ownership to St. Olaf College.

Owners of work rejected by the College shall receive notification of the decision, together with the reasons for the decision.

### APPRAISALS FOR TAX PURPOSES

Present federal tax regulations prohibit the St. Olaf College Libraries from offering appraisals or estimations of the value of donations. It is the responsibility of the donor to obtain valuations of their gifts.

For specific questions regarding donations, contact the IRS or a tax expert. The IRS Publications 526 (Charitable Contributions) and 561 (Determining the Value of Donated Property) may help answer questions you have about regulations governing non-cash charitable contributions.

*updated Tuesday, November 08, 2011  
Mary Barbosa-Jerez  
Head of Collection Development*

Deed of Gift  
St. Olaf College Libraries  
1520 St. Olaf Avenue  
Northfield, MN 55057

**TRANSFER OF OWNERSHIP:**

I, \_\_\_\_\_ hereby irrevocably donate, assign and convey to the St. Olaf College Libraries all rights, title, and interest that I possess in the materials described on Exhibit A to this Deed of Gift (the "Donated Materials.")

By signing this Deed, I understand and agree that the location, retention, cataloging, preservation, and disposition of the Donated Materials by the College will be conducted in its discretion, in accordance with College policy and with applicable law. Common discretionary uses by the College include, but are not limited to, exhibition, display, digitization for preservation and access purposes, and making works available for research and scholarship. I acknowledge that the Library may dispose of any Donated Materials not selected for permanent retention. Retained Donated Materials shall be made accessible for research, subject to the St. Olaf College Libraries' policies.

**CURRENT COPYRIGHT OWNERSHIP AND CONTROL:**

To the best of my knowledge, (please select only one of the following statements):

- I control all copyrights in the Donated Materials (i.e., all works were created by me, or I acquired the copyrights in all Donated Materials.)
- I control some of the copyrights in the Donated Materials (i.e., some of the Donated Materials were created by me, or I acquired the copyrights in some of the Donated Materials, but the Donated Materials also contain works for which other individuals or organizations control the copyrights.)
- I control none of the copyright(s) in the Donated Materials.

**SIGNATURE OF DONOR:**

I (we) represent and warrant that I am (we are) the sole owner(s) of the materials described on Exhibit A; that I (we) have full right, power, and authority to give the materials to the College; and that the information I (we) have provided is accurate. The terms of this Deed of Gift shall apply to all of the Donated Materials described on Exhibit A and on any subsequently delivered Exhibit notwithstanding that some materials may be delivered before or after the date of this Deed of Gift.

Signed: (DONOR) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (DONOR) \_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTANCE BY THE COLLEGE:**

The St. Olaf College Libraries hereby accepts this gift with appreciation and agrees to the conditions stated in this Deed of Gift.

\_\_\_\_\_ Date: \_\_\_\_\_

Mary Barbosa-Jerez, Head of Strategy for Library Collections and Archives

DONOR INFORMATION:

Name:

Mailing Address:

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St. Olaf College Alumnus/Alumna/Alumni

Graduation year/s: \_\_\_\_\_

St. Olaf College faculty or staff

St. Olaf College emeritus faculty or retired faculty or staff

EXHIBIT A TO DEED OF GIFT

Description of Donated Materials: