



**3900 Bethel Drive
St. Paul, MN 55112**

DONOR AGREEMENT

Bethel University Library welcomes and appreciates donations. However, due to limitations of both space and staff, we must be selective in what we add to our collection. Please help us make best use of your donations by following the guidelines set out in the Library’s Collection Development Policy Statement summarized below. To make arrangements for leaving your donation, for questions regarding this policy or for further information, contact Rhonda Gilbraith at the above address, by phone (651) 638-6221 or by e-mail: rhonda-gilbraith@bethel.edu.

- The Library can accept gifts of books, journals, and non-print material if the items can make a significant contribution to the collection. The Library seeks gifts that can support the University’s curriculum, and/or faculty research. The Library also seeks gifts to fill specific needs, such as the support of newly developed programs.**
- The Library can accept only materials in good to excellent condition. We cannot accept items that are damaged by water, mold, smoke or age, that have torn, extensively highlighted or notated pages or covers, or that have broken bindings or loose pages. We cannot accept large, back-issue collections of journals or magazines, but we can accept individual journal issues that fill in gaps in our current collection.**
- If a list of donated material is not received from a donor, the Library will not be responsible for creating a list to return to the donor with the acknowledgement.**
- The Library will determine the classification, housing and circulation policies of all gift items. Gift collections will not be kept “intact” but will be integrated into the Library’s existing collection. The Library does not have facilities to display and protect rare or highly valuable items.**
- The Library retains the right to dispose of duplicates and unneeded material as it sees fit. Unused items will be returned to the donor at the donor’s request and expense. The request to return materials must be made at the time of the donation.**
- Library staff is not authorized under IRS regulations to appraise gifts or to provide a signature to any document that applies a monetary value to said gifts for income tax purposes.**

I agree to the terms specified in the Gift Policy.

Donor’s signature _____ Date _____

GIFTS RECEIVED

Donor (Please print name and address clearly:)

Name _____

Address _____

Phone # _____

Gift Plate: Yes ____ **No** ____

Text for gift plate:

Return books not added to the collection: Yes ____ **No** ____

PLEASE NOTE: Items will be returned to the donor at the donor's request and expense. The request to return materials must be made prior to the donation. For donors with a campus address, the Library will return most materials via campus mail.

FOR LIBRARY USE ONLY.

Number of gift items _____

(If gifts are in boxes, write the total number of boxes)

LIBRARY STAFF: Please place this form with the gift items in the Acquisitions office, being careful to keep gifts by the same donor clearly together.

Signature of Staff Member _____ **Date** _____