Library Materials Donation Policy

The Courtright Memorial Library is grateful for donations of many types of materials. Of primary interest are current, well-cared for, and relevant books, DVDs, or CDs. Materials donated to the library have the potential to greatly enhance our current collection.

If you are interested in making a donation, please fill out the Gift-in-Kind Acceptance Form found online at the Library website: [http://www.otterbein.edu/public/Library/about/forms/gift-in-kind-acceptance-form.aspx](http://www.otterbein.edu/public/Library/about/forms/gift-in-kind-acceptance-form.aspx)

If you would prefer a paper form mailed to you, please contact the Technical Services Coordinator (TCS) EZeitz@otterbein.edu or 614.823.1938

Materials donations valued over $500 or including a request for a tax receipt will be processed in cooperation with Otterbein’s Office of Institutional Advancement.

Evaluation and Disposition of Donated Materials

The Courtright Memorial Library evaluates donated materials by the same criteria applied to the acquisition of new materials under the guidance of our Collection Development plan. We accept those donations that satisfy a current or anticipated curricular demand; are essential for overall collection development; or possess definite research potential. The Courtright may refuse any donations that fail to align with our Collection Development needs, or that do not meet federal and state laws.

We are grateful to all those donors who think of us, even when we must refuse their donation. Not all items included in a donation may be accepted into the library collection. Any materials not accepted into the collection will be disposed of as we see appropriate; methods may include resale or recycle. Any funds received from the resale of items will benefit the Courtright Memorial Library.

Please note the following:

- We do not accept textbooks unless they are currently being taught and a professor name and/or course number are provided.
- We do not accept encyclopedias, LPs (vinyl records), VHS, or cassette tapes.
- We do not accept materials that are broken, defective, or suffering from water damage, mold, excessive dust, infestations, or other damage.
- Equipment or technology will be considered if it mirrors items currently circulated, and if the items are in very good & functioning condition. Donations of this nature require prior approval of the Equipment Coordinator. Please contact ezeitz@otterbein.edu with questions.
- We may accept journal issues if it is determined that they fill gaps in our existing collection. Please contact the Technical Services Coordinator to begin the process.

Delivering Donated Materials

The library does not have sufficient staff to pick up donations; therefore, all donations must be delivered to the Library. After submitting the Materials Donation Acceptance Form and receiving approval from the TCS, you may bring your donations to the Library’s circulation desk on the main floor or to the rear
service door of the Library. The Library reserves the right to dispose of or refuse any donation brought to the library or left at the library without prior conversation with the TCS.

Appraisal of Donated Materials

Federal law prohibits the Library, as recipient of the donation, from appraising any donation. Furthermore, the Library will not pay for an appraisal used for the donor’s tax purposes. If you wish an appraisal for tax purposes, you must obtain one at your own expense prior to donating your materials to the Library, and include a copy of that appraisal with the donation. Once the donation enters our processing workflow, appraisers cannot be accommodated.

You can learn more about the appraisal process at the following link:
Learn more about gift taxes and IRS standards by following this link:

Acknowledgement of Donation

If your donation is valued at less than $500, and if you did not request a tax receipt, you will receive a Letter of Acknowledgment from the Library that will indicate the total number of items donated. Expect this letter within six (6) months of your donation. This letter is not a tax receipt, and the Letter of Acknowledgement cannot be used for tax purposes.

If you wish to receive a tax receipt, please indicate your interest on the Gift-In-Kind Acceptance form. You may also note on the Gift-in-Kind Acceptance Form if you have a value to assign to your donation. If your donation is valued over $5,000, a certified third-party appraisal and IRS form 8283 is required. Please work with the TSC & Otterbein’s Office of Institutional Advancement if your donation is valued at over $5,000.

Unsolicited Publisher / Vendor Donations

Unsolicited materials left at the library or sent by institutions, publishers, or vendors will not receive verbal or written acknowledgement. If appropriate, these packages will be refused and returned to the sender. Otherwise, they will be disposed of per the standards set out in this policy.

Questions

Please contact the Technical Services Coordinator at 614.823.1938 or via email at EZeitz@otterbein.edu.

Related Otterbein University Policies:

Gift Acceptance: Gifts-in-Kind; GA- 6, Institutional Advancement, Effective 5/1/15
Gift Acceptance: Section 2, Gift Types Policy, GA- 3, Institutional Advancement, Effective:
Gift Acceptance: Section 2, General Overview; GA- 1, Institutional Advancement, Effective:
Coordination of Fundraising Activities and the Acceptance of Private Gifts: Authority to Conduct Fundraising; ACF- 1, Effective: