Information for Donors and Prospective Donors

Regis University Library appreciates donations of books, manuscripts, archival materials, and art that support scholarly teaching and research at Regis University. The library also appreciates monetary donations, which can be an excellent way to support our collections, facilities, and services. This policy covers book, journal and media donations. For donations to the archives or special collections, please see the Regis University Archives and Special Collections Gift Acquisition Policy.

Criteria for Inclusion of Gifts

- Gifts should be relevant to the library’s mission to support teaching and research programs at Regis University. The appropriate subject librarian will determine whether or not materials are added to the collection.
- Donors may not place special restrictions on the use or disposal of gifts. The University becomes the owner of all donated material and reserves the right to determine its retention, location, cataloging treatment, and other considerations related to its use, maintenance, or removal.
- Materials must be in good condition; any materials that are marked up, falling apart, missing pages, water-damaged, or have yellowed or brittle paper, mold, or mildew are rejected outright.
- Gifts more extensive than a single box of books are accepted only at the discretion of the Dean of the Library.
- Journals and serials are rarely added to the collection; no individual journal issues are added.
- Textbooks, and most books in languages other than English are rarely added to the collection.
- DVDs and CDs may be accepted; other audiovisual formats will not be added.
- Duplicates of materials already in the collection are generally not added.
- Otherwise suitable materials not retained will be donated to Better World Books (betterworldbooks.com).

Donation Process

Dayton Memorial Library accepts material donations during regular library hours. Please contact the Collections and Resource Management department at liborders@regis.edu or 303-458-3546 to make arrangements for delivery and receipt of donations.

Acknowledgment

A letter of acknowledgment that notes the number of volumes donated will be sent to the donor; an itemized list of titles will not be provided.

Donations and Tax Benefits

By law, librarians cannot appraise gifts. Appraisals must take place before the donation is received. Donors can find appraisers at the Antiquarian Booksellers’ Association of America, the American Booksellers Association or the American Society of Appraisers, as well as others. Tax forms and guidelines can be found at the Internal Revenue Service website. The following forms and pamphlets may prove useful:

- IRS Form 8283 (Non-cash Charitable Contributions)
- Publication 526 (Charitable Contributions)
- Publication 561 (Determining the Value of Donated property)

The donor is encouraged to consult with his/her tax advisor on the value of donated material and what can be claimed legally.
GIFT RECEIPT

Date: _______________

Donor’s name: ________________________________________________

Mailing address: ________________________________________________

Phone: ______________

Member of Regis University staff or faculty?  Yes _____ No _____

Description of gift (e.g., main subject areas):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Numerical count:

_____ Books

_____ Periodicals

_____ Other

________________________________________
(Signature of library staff receiving gift)

Your gift is appreciated and will be carefully evaluated by library faculty bibliographers in accordance with our collection development policy. Not all items may be selected for inclusion in the collection, and the Library reserves the right to dispose of all unselected items according to the gift policy on the reverse side of this receipt.