

GIFT RECEIPT

Date: _____

The following material was received by Dayton Memorial Library:

Numerical Count:

_____ Books
_____ Periodicals
_____ Other

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. The Library reserves the right to dispose of all unselected items by placing them in the library book sale or donating them to other organizations.

Detailed tax information is given on the reverse side of this receipt.

(Signature of Library Staff)

Gifts to Regis University Libraries: Information for Donors and Prospective Donors

Donors contribute significantly to strengthening the collections and fulfilling the mission of Regis University Libraries through their gifts of books, manuscripts, archival materials, and through financial donations. Gifts-in-kind form an indispensable resource for the teaching and research activities of the University.

Gifts of library materials are subject to the acceptance by library personnel. When the Library accepts a gift, it becomes the property of Regis University Libraries, which reserves the right to determine whether the gift will be retained, where it will be located, and how it will be cataloged and circulated. Materials not retained will be offered to other libraries, foreign or domestic, or sold in library book sales or to book dealers. Sale proceeds are used to support the mission of Regis University Libraries.

The donor of library materials is entitled to an income tax deduction within **Internal Revenue Service regulations**. The law places upon the donor the responsibility to establish the fair market value on an item contributed to a charitable organization, but a formal appraisal is not always necessary. Appraisals must be done before the gift is transferred to the library. Donors must file **IRS Form 8283** if they claim a deduction for non-cash gifts totaling more than \$500 within a calendar year. For gifts valued at more than \$5,000, the appraisal must be made by a qualified independent appraiser. Library employees may be able to assist a donor in identifying appraisers. The donor's appraisal expense is deductible for income tax purposes as a miscellaneous donation.

Since the IRS regulations governing charitable contributions of non-cash gifts are complex, donors may wish to consult their personal attorney or tax advisor. The **IRS Publication 561 "Determining the Value of Donated Property"** provides important information for donors of non-cash gifts.

Gifts are received by personnel at the Circulation Desk in the Dayton Memorial Library, at the administrative offices in the Dayton Memorial Library, and at libraries located at the Regis University campuses.

Donations to the **Regis University Archives** should be made through the Archives Offices in the Dayton Memorial Library (ph. 303-458-3612). Other guidelines may apply to materials donated to the Archives.