POLICY FOR GIFTS OF CASH, BOOKS, AND ARCHIVAL MATERIALS

The Jacob Burns Law Library accepts unrestricted gifts of materials suitable for the collection, as well as unrestricted gifts of cash for use in purchasing materials. Restricted gifts may be accepted if the goals of the restriction are in harmony with those of the Law Library and the Law School, and if the means to accomplish and manage the restrictions are practicable in the estimation of the Law Library Director.

Persons considering donating books to the Law Library should contact the Director of Special Collections at (202) 994-6857 or jmeade@law.gwu.edu. Persons considering gifts of cash to the Law Library should contact the Director at (202) 994-7337 or spagel@law.gwu.edu to discuss the donation.

The following guidelines are applicable to gifts of books and other print materials to the Law Library.

1. **Acknowledgment.** All donors wishing written acknowledgment of gifts of materials to the Law Library must complete a Donation Form.

2. **Acceptance of materials.** Gifts are evaluated according to the principles of selection in use by the Law Library; only those materials which will enhance the collection are accepted. Donated materials not added to the collection will be returned to the donor, if the donor wishes. If the donor declines the return of rejected materials, the Law Library reserves the right to dispose of the materials in any way it finds appropriate. Gift acknowledgments are written only for materials actually added to the collection, not for materials returned to the donor or disposed of by the Law Library.

3. **Processing/disposition.** The Law Library reserves the right to process the materials as it deems appropriate (including cataloging, location assignment, and other facets of processing), and may dispose of the materials at a later date at its discretion. Processing of gifts accepted for the collection does not take precedence over materials ordered for the Law Library.

4. **Appraisals.** As donee, the Law Library is barred from performing book appraisals, and does not write condition statements for materials, nor prepare monetary valuation statements for the donor's tax return or for any other reason.

5. **Archival materials.** Those wishing to donate archival materials should contact the Director of Special Collections ((202) 994-6857 or jmeade@law.gwu.edu) to discuss the materials under consideration for donation.
6. **Acceptance of gifts.** Decisions on acceptance of gifts are made by the Director of Special Collections, the Assistant Director for Administration, and the Director, with the assistance of the librarian subject specialists where appropriate.

7. **Letter of Acknowledgment.** For materials accepted by the Law Library, donation information is sent to the University's Office of the Vice President for Development for its records, which forwards the information to the Office of the Vice President and Treasurer. The Treasurer's office mails to the donor a letter of acknowledgment which records the number of items accepted as gifts by the Law Library, or if a gift of archival material, an acknowledgment of the number of boxes of such material received.

8. **Inventories.** The Law Library does not prepare inventories or bibliographies of gifts for the donor as a routine practice, but will prepare a list of books added to the collection if the donor so requests at the time of donation.

9. **Information for donors wishing to take tax deductions for noncash gifts.** For information from the Internal Revenue Service about deductions for charitable contributions, please refer to the IRS website, *Tips on Deducting Charitable Contributions*, at http://www.irs.gov/uac/Newsroom/Tips-on-Deducting-Charitable-Contributions or to a tax professional and/or qualified appraiser of your choosing.

   Donors should consult with their tax attorney and/or certified public accountant specializing in tax matters for these legal and tax issues.

Last revised: 10/2/14
DONATION FORM

Please complete all parts of this form for any gifts of materials to the Law Library if you wish an acknowledgment for your donation. If you have questions about your donation or the donation process, please contact Jennie Meade, Rare Books Librarian, at jmeade@law.gwu.edu or (202) 994-6857, or Leslie Lee, Assistant Director for Administration, at llee@law.gwu.edu or (202) 994-2385.

DATE: _____________________________________________________________

NAME: ____________________________________________________________

ADDRESS: ________________________________________________________

____________________________________________________________________

TELEPHONE: _________________________________________________________

E-MAIL or FAX: _______________________________________________________

DO YOU WISH TO HAVE BOOKS NOT ADDED TO THE COLLECTION RETURNED TO YOU?

YES _________  NO _________

I certify that I have read the Policy for Gifts of Cash and Books, and understand its contents. I understand that the Library will acknowledge in writing only those materials that are accepted as donations and added to the collection.

____________________________________  ____________________________
DONOR  DATE

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