

Beaufort County Community College Library

Gifts and Donations Form:

Materials in General - Gifts of library materials will be accepted and added to the collection only if they are needed and meet the criteria of the collection development policy. Items not added to the collection will be given to other libraries or discarded.

Collections - Gift collections will be accepted only by the Director and with the understanding that the collection may not be kept intact.

Periodicals - Gift periodicals will be evaluated to determine their suitability for adding to the collection.

Return of Items - Once a gift is accepted by the library, it will not be returned.

Recognition Gifts - The library welcomes monetary gifts for purchase of library materials given in recognition of individuals or organizations. The names of the donor(s) and the individuals or organizations recognized by the gift will be listed on a bookplate and affixed to the material.

Other Monetary Gifts - The library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor. A book plate recognizing the donor will be affixed to the material if desired.

Donation of Materials

Date _____

Name _____

Address _____

City _____

ZIP _____

has donated books and/or other library materials to the Beaufort County Community College Library. This form will serve as a receipt for purposes of income tax deduction. The Internal Revenue Service advises the library that it is the responsibility of the contributor to determine the fair market value of the contribution.

This donation is made with the understanding that such materials may be added to the library's collection if they meet the criteria of the collection development policy. Donated items will not be returned.

Signature of donor _____

Signature of staff member _____

Number of items _____

Description of items _____

The original of this form goes to the donor and a duplicate will be retained by the library.