

The San Diego State University Library deeply appreciates your consideration of an “In-Kind” donation of books and/or materials to enhance and support the instructional and research programs of San Diego State University. **Please read this entire document before proceeding.**

1. We respectfully ask that you **do NOT bring your items to the Library until requested to do so**. Due to insurance restrictions, the Library cannot hold materials on-site that it does not own.
2. We appreciate your understanding that the library **may decline to accept material(s)** based upon condition, their appropriateness to the collection, and/or any space constraints the library may have at any given time.
3. All donated items become the permanent property of San Diego State University, and the library assumes the responsibility of determining the retention, placement within the collection, location, cataloging treatment, and any other considerations relating to the use and disposition of the material(s).
4. Donations with potential value of \$5,000 or greater will require a professional appraisal. Library personnel cannot provide appraisals, referrals to appraisers or tax advice.
5. The library does **not** normally accept the following materials, due to space limitations and preservation practices:
 - a) Popular magazines
 - b) U.S. Government Publications
 - c) Scholarly journals that duplicate our holdings
 - d) Material(s) in poor condition, e.g. exhibiting signs of mold or mildew, broken spines, missing pages, etc.
 - e) Material(s) that contains excessive highlighting. Underlining, or annotations (unless annotations are of significant scholarly value)
 - f) Material(s) in outmoded formats (LP records, 8-track tapes, 5.25-inch computer disks, Betamax, etc.)
 - g) Electronic material(s) requiring dated software.
 - h) Materials which might cause the library to be liable for copyright infringement (i.e. illegally copied audio and video recordings).

Once you’ve read this document and, if you are considering making a tax deductible gift, have discussed your donation with your Tax Advisor, please follow the instructions on Page 2.

Step 1: E-mail a simple **inventory** to Wil Weston, Interim Head of Collections. wweston@sdsu.edu. He will confer with faculty to determine if the materials will support the academic and research needs of SDSU.

Step 2: If the Library determines the items/collection are a fit, Dr. Weston will contact you to discuss the donation, delivery, documentation, and a gift note for the catalog if one is desired. He will ask you to complete the form on Page 3 and arrange to have you bring the materials to SDSU.

Step 3: Due to IRS regulations, the Library **cannot provide you with a receipt, and this document is not a receipt.** Instead the Campanile Foundation accepts and administers all gifts to the university, operating as an official 501(c)(3) auxiliary organization of SDSU. If you would like a tax receipt, and the total Fair Market Value of your donation (FMV) does not exceed \$5,000 and none of the items have an individual FMV greater than \$499, please continue.

Step 4: Delivery of items. To receive a receipt for your gift to the library, to use for tax purposes, please follow these instructions:

1. **Please complete the form on page 3. All fields must be completed.**
2. Bring **two copies of this completed form**, and the inventory of items we've approved for acceptance, with you when you deliver the materials to the Librarian who has arranged to meet you and accept your donation.
3. The Librarian will receive your items, sign the document, date it and print their name and title and forward it to Rebecca Williamson. If you have questions about your donation, please contact her at:

Rebecca Williamson
San Diego State University Library
5500 Campanile Drive, MC 8050
San Diego, CA 92182-8050

[Rwilliamson@sdsu.edu](mailto:rwilliamson@sdsu.edu)

619-594-2447

4. You will receive an official receipt, via USPS mail, from The Campanile Foundation approximately 5-6 weeks after SDSU receives your completed form.
5. The receipt will not contain a value. We do not provide estimates or confirmations of value.
6. Incomplete or illegible documents will not be processed, although our librarians will do their best to contact you to complete the information.
7. **This completed document must be received by December 15, 2023 to be processed for the 2023 tax year.**



THIS IS NOT A RECEIPT FOR TAX PURPOSES

Donor: Complete the following, printing legibly and completing all fields.

Donor Name/s : _____

Donor Mailing Address: _____

Donor Phone _____ E-mail: _____

Items Donated:

hardbound volumes _____ # paperback volumes _____ # other items: _____

Please attach the complete inventory list of titles and authors or creators of the materials approved the Library for donation:

Estimated value \$ _____ (for our internal purposes – this will not appear on your receipt).

Method used to determine value (receipt, comparable sold items and vendor, etc.): _____

Signatures: By signing this document, I/we certify that: I/we have read and agree to the instructions on the reverse and that I/we are the sole legal owner(s) of the materials noted above. I/we irrevocably grant, convey, and transfer to the San Diego State University Library (“SDSU Library”) all right and interest in and to the above. I/we understand that these materials will become the property of the SDSU Library and the items described above are to be used by the SDSU Library as a part of its holdings for research and exhibition, limited by the library’s policies and procedures. I/we agree that the SDSU Library reserves the right to determine retention, location, cataloging and other considerations relating to the gift’s use or disposition, and that materials which are not appropriate to the SDSU Library’s collections or which duplicate existing materials are sold or disposed of.

Donor #1 Signature: _____ Date: _____

Donor #2 Signature: _____ Date: _____

LIBRARIAN/STAFF - COMPLETE THE FOLLOWING AND RETURN TO DONOR. Do not sign unless all fields are complete:

I certify that I received the above listed items on behalf of the SDSU Library on (Date): _____

Signature: _____

Print Name: _____

Print Title and Department: _____