Belk Library Archives and Special Collections—Elon University
Acceptance Policy for NON-Cash Gifts and Donations

Gifts of books, manuscripts, photographs, audio/visual materials, artifacts and any other resource material are welcomed by the Belk Library Archives and Special Collections.

The following policy governs the acceptance of Gifts by the Library:

1. The Library and Archives retains unconditional ownership of the Gift as per Deed of Gift.

2. The Library and Archives reserves the right to determine the housing and circulation policies of all Gift items accepted for additions to the collection.

3. The Library and Archives reserves the right to dispose of Gift items which do NOT meet the needs of the collection and the mission.

4. The Library and Archives will provide bookplates for special Gifts if requested by the donor.

5. The acceptance of a Gift appraised by a third party does not in any way imply an endorsement of the appraisal by the Library and Archives.

6. The appraisal of a Gift to the Library and Archives for tax purposes is, in accordance with the Internal Revenue Service regulations, the responsibility of the donor. Donors are encouraged to seek professional tax advice if the estimate of a Gift’s value exceeds $500.00.

7. The Library and Archives does NOT accept periodicals and/or textbooks. If these items are given unconditionally (as per Deed of Gift Agreement) by a donor, the archives reserve the right to dispose of them or donate them to another repository.

8. The Archives and Special Collections staff is to accept and process all Gifts unless the donor wishes to place restrictions on the Gift contrary to the principles stated in these guidelines (see note on Deed of Gift).

Last updated: August 2012