

Library Use Only:

- Acknowledgement sent
- Gift-in-kind receipt issued
- Reported to Advancement

Gift Receipt

This form is to be used for gifts of books and DVDs to the Union College Library. If you are donating material for the library's Heritage Room, please contact the Library Director and request a Deed of Gift form.

Date: _____

Gift Description: _____

Estimated Value: _____

Donor Name: _____

Address: _____

Phone Number: _____ E-mail: _____

Received by: _____

Date Received: _____

Gift Policy

Gifts of books and DVDs in usable condition are accepted at the discretion of the professional library staff. Only items which meet the selection criteria of the library's collection development policy will be retained for the collection.

The library does not accept: audio and video cassette tapes, encyclopedias which are more than five years old, or National Geographic magazines.

Significant gifts may be commemorated by a special book plate.

According to IRS regulations, the library staff may not place a monetary value on donated items.

Donors of significant Seventh-day Adventist archival materials not related to Union College or the Mid America Union should consider donating to another major Seventh-day Adventist archival repository.

Donors will receive a gift-in-kind receipt no later than January 31 of the year following the one in which the gift is received.