



Gift Agreement

I have read the *Library Gift Acceptance Policy* on the reverse side of this page. I understand that the UCSB Library is accepting materials *for review*, and that, as appropriate, the Library may dispose of materials not added to the collections.

I, _____, affirm that I am the owner of the materials being donated, and herewith present to the Regents of the University of California, irrevocably and for the use and purpose of the UCSB Library, all rights, title, and interest in the following materials received by the Library on _____.

Brief description of items donated (e.g. 50 biology books, 3 boxes of German literature books) and/or a list of titles:

DONOR

- Dr. Mr. Mrs.
- Ms. Miss Other _____

Print Name:

First M.I. Last

Signature: _____
Date: _____

Name of corporate/joint donor, if applicable:

Address: _____

Telephone Number:

E-mail Address:

Please check if a written acknowledgement letter is unnecessary.

The UCSB Library acknowledges receipt of this gift in accordance with the conditions specified above and recommends it for acceptance to the Regents of the University of California.

LIBRARY REPRESENTATIVE (e.g. collection manager, service desk personnel)

Print Name: _____

Title: _____

Signature: _____
Date: _____

Telephone Extension:

Library Personnel: Please keep this form with the material donated. Notify Beverly Ryan, Gifts Coordinator, Information Services, for further handling (Telephone: 893-7225, E-mail: ryan@library.ucsb.edu.)

**Davidson Library, University of California, Santa Barbara, CA 93106-9010
Telephone: 805-893-2741 Fax: 805-893-7010**

University of California, Santa Barbara

Library Gift Acceptance Policy

The Library's collections have been enriched by generous gifts of books and other materials from members of the University community and the community of Santa Barbara. We continue to develop our gifts program with the specific aim of enriching our research and special collections. The Library generally tries to acquire titles new to the collections and avoids the acquisition of duplicates. In order to be accepted for review, the materials offered must be consonant with and supportive of the University's academic programs, or be unique in character and have intrinsic value.

Guidelines

When the Library accepts materials from donors, it is with the understanding that it is acceptance for review; librarians review all gifts for suitability for our permanent collections and dispose of unwanted gifts as appropriate, unless other specific arrangements have been made with donors. Books not added to the collection may be sold in the library's book sales and the revenue used to purchase new books.

The Library will accept for review gifts offered by faculty members of UCSB, as these gifts have proven to be useful for the collection. Because of space constraints however, the Library may ask to pre-select needed items from faculty offerings before they are delivered to the Library.

All other offerings will be carefully screened before being accepted for review.

Acceptance for review of unsolicited and general gifts offered by non-UCSB donors is very limited:

- Periodicals from non-UCSB donors. Generally, the Library will not accept for review periodicals offered by non-UCSB donors.
- Textbooks. Very limited acceptance for review.
- Trade paperbacks. Very limited acceptance for review.
- Trade hardbacks. Very limited acceptance for review.
- Scholarly books. Selective acceptance for review.
- Donors offering materials in areas of special interest to particular subject collections will be referred to the appropriate collection manager for further consultation. Gifts of rare books, manuscripts, and other special items should be referred to the Head of Special Collections.
- Letters acknowledging the gift and providing a count of donations, but not evaluating them, are provided to donors. Copies of these letters are maintained in the Librarian's office. In order to receive a letter of acknowledgement, donors should leave a name and address.
- Appraisals. According to U.S. tax regulations, the Library, as the recipient, cannot appraise gifts for tax purposes. Upon request, however, the Head of Special Collections can provide a list of appropriate appraisers. Appraisal costs are the responsibility of the donor.
- Donor plates. Gift materials, with the exception of memorial gifts, selected special collections items, and those requested by donors, are not plated.
- Incorporation of Gifts into the Collections. The general policy is to incorporate gift materials into the regular collections, since the optimal benefit of gift materials is realized when they are placed in the Library's regular collections and located with other materials on the same subject for browsing and easy access.
- The Library will assist donors by referring them to other libraries in the area if their materials are not appropriate for UCSB.