

WESTERN ILLINOIS UNIVERSITY UNIVERSITY LIBRARIES GIFT DONATION PROCEDURES

WIU Libraries welcomes gifts for possible inclusion into our collections. Inquiries about donating books and all other **non-monetary donations** to the University Libraries go to Greg Phelps of the Acquisitions Unit at 298-2730, or e-mail Greg at GW-Phelps@wiu.edu. Arrangements for receiving the donations will then be set up.

A patron donating items to University Libraries may include an itemized list of the donations through forms available from the Acquisitions Unit. A typed or printed list of the items is encouraged, but not required.

If the patron desires a tax acknowledgement for the gifts, the patron ***must*** place their own value of the items on the form. University Libraries will not evaluate gifts for tax purposes. The patron value will be placed on a form to be signed by the Dean of Libraries and sent back to the patron to present to their tax preparer.

A copy of the donation form with the values assigned as above, along with any lists provided, will be sent to WIU Foundations for their acknowledgement.

A copy of both the patron's tax acknowledgement form and WIU Foundations form will be kept on file in the Acquisitions Unit of the Malpass Library with a yearly sum total.

The complete *Policy on Gifts* may be found on the Library's web page, at the drop-down menu under *About the Libraries*, and then clicking on *Policies*.