

Baylor University Libraries Gift Receipt

Received from: _____
Print legibly

Address: _____

Description of items: (example: 50 science books, 4 small boxes of Spanish literature books; etc.)

Baylor University Libraries welcomes donations of library materials. Items are accepted with the understanding that they will be handled to the best interest of the Baylor University Libraries. Decisions to add gift materials to the collections or to retain them are made on the basis of the individual Baylor University Libraries' collection policies which are designed to support the University's academic programs. Gifts of library materials are subject to the acceptance by library personnel.

When a Baylor University Library accepts a gift, it becomes the property of Baylor University, which reserves the right to determine whether the materials will be retained, where the materials will be located, and how the materials may be accessed. Most often, materials not retained will be offered to other libraries, foreign or domestic, or sold in library book sales or otherwise made beneficial to others. Sale proceeds are used to support the mission of Baylor University Libraries.

Although the library acknowledges the receipt of gifts, it cannot provide assessments of their monetary value. Please see the back of this receipt for important tax information.

Received by: _____ Date: _____
_____ Library Date: _____

I affirm that I am the owner of the property being donated, and I am irrevocably transferring rights, title and interest in the property to Baylor University.

Donor(s) signature: _____ Date: _____

Baylor University has not provided any goods or services in consideration of the gift reflected on this receipt.

Gifts to Baylor University Libraries: Information for Donors and Prospective Donors

Donors contribute significantly to strengthening the collections and fulfilling the mission of Baylor University Libraries through their gifts of books, manuscripts, archival materials, and through financial donations. Gifts-in-kind form an indispensable resource for the teaching and research activities of the University.

Gifts of library materials are subject to the acceptance by library personnel. When a Baylor University Library accepts a gift, it becomes the property of Baylor University, which reserves the right to determine whether the gift will be retained, where it will be located, and how it will be cataloged and circulated.

The donor of library materials is entitled to an income tax deduction within Internal Revenue Service regulations. The law places upon the donor the responsibility to establish the fair market value on an item contributed to a charitable organization, but a formal appraisal is not always necessary. Donors must file **IRS Form 8283** if they claim a deduction for non-cash gifts totaling more than \$500 within a calendar year. For gifts valued at more than \$5000, the appraisal must be made by a qualified independent appraiser. Library employees may be able to assist a donor in identifying appraisers although Baylor University is prohibited from performing the appraisal. The donor's appraisal expense may be deductible for income tax purposes.

Because the IRS regulations governing charitable contributions of non-cash gifts are complex, Baylor University urges its donors to consult their personal attorney or tax advisor. The **IRS Publication 561 "Determining the Value of Donated Property"** provides important information for donors of non-cash gifts.

Baylor University is not providing legal, accounting, or other professional advice or service.