

Donation to The United Library

Questions? Contact the Library at 847-866-3909.

Please complete the top portion of this page, including a basic description of your donation.

Date

Donated by

Address

City

State/Province

ZIP/Postal Code

Phone

Email Address

Relation to GETS

(student, alum, clergy, etc.)

Description of donation

Gift plate desired? Yes No (at no charge, using name as written above)

Tax receipt needed? Yes No

Thank you for your generosity. We appreciate your support!

PLEASE READ the following before donating:

After your donation has been processed, you will receive a letter of acknowledgement of your gift from the Library Director. If you need a formal acknowledgement from the Seminary to use for tax purposes, please let us know.

The United Library does not offer pick up services. Items can be brought to the library between 8:30 am-4:30 pm, Monday-Friday, dropped off by prior arrangement, or mailed to the library Gifts Department. Donor is solely responsible for getting items to the library, including any packaging or shipping costs.

The United Library does not appraise items or offer an estimate of value on donated items. Often value can be determined by using reselling websites such as ABE Books, Amazon.com or Alibris. If an item is thought to be of significant value (over \$5,000), a formal appraisal is needed for tax purposes. Contact information for registered appraisers can be found through the Appraiser's Association of America website at <http://www.appraisersassociation.org/>. Donors who expect a total donation to be \$5,000 or over should consult an accountant for advice on appraisal requirements when filing US taxes.

While we are happy to accept donations, it is not necessarily the case that every book donated will be accessioned into the collection. As one of the largest theological libraries in the US, it is likely that some donated materials will be duplicates of materials already in the library. To conserve shelf space, duplicates, heavily marked up books, and books outside the scope of our collection are put in our library book sale at very modest prices so that our students may build their personal collections. Book sale profits are used to purchase new resources for the library collection.



Bexley ✦ Seabury

FOR LIBRARY STAFF ONLY

Dept	Task	Statistics	Initials	Date completed
CIRC	Record number of items donated			
CIRC	Record number of books checked against holdings			
CIRC	Record number of books to be considered for collection			
CIRC	Copy Donation Form			
CIRC	Route original Donation Form to Acquisitions Dept <i>(Note: route form to Acquisitions even if none of the donations are actually kept—the donor still needs to be sent a Thank You note)</i>			
CIRC	Put a copy of Donation Form with each bag/box of donated items			
CIRC	Route donations (Mary-Carol) either <input type="checkbox"/> to the basement storage area, or <input type="checkbox"/> to the Technical Services Dept			
ACQ	Send Thank you note to donor			
ACQ	Send donor list and tax receipt requests to Development Office (monthly)			
ACQ	Email Lynn of donations received			
ACQ	Update statistics on Monthly Gift Book Totals form			

NOTES