

Bennett D. Katz Library
University of Maine at Augusta
46 University Drive
Augusta, ME 04330
207-621-3349

Guidelines for Donating Library Materials

Thank you for considering donating to the Katz Library!

Here are a few things we'd like you to know before you drop off your donation:

1. A completed 'Declaration of In-Kind Gift' form must accompany the donation (fill it out online or at the library). You will receive a letter of thanks from the Office of University Advancement for your in-kind donation.
2. When we select gifts to incorporate, we use the same criteria that governs the selection of purchased items -- for more information (subjects and formats collected) see the Collection Development Policy on our website: <http://www.uma.edu/colldevpolicy.html>.
3. Katz Library reserves the right to dispose of duplicate and unwanted material. If your items are not selected and you would like them back, please let us know and we will contact you to pick them up.
4. We are prohibited by the IRS from making a monetary statement to the donor for tax purposes. There is a 'stated value' line on the 'Declaration of In-Kind Gift' form which you may fill out for the purposes of tax deduction. You are responsible for any recordkeeping regarding income tax deductions.
5. If we do incorporate your gift into the collection, would you like a letter of thanks from the library? If so, where should we send it? Please include this information when you deliver your gift.