

# Gift Policy

Supporters of the UMass Amherst Libraries have greatly enriched our collections over the years through generous gifts of materials and funds. We welcome donations of materials in any formats that fall within the scope of our collections and that support teaching and research at the University. Monetary gifts, bequests, endowments, and larger contributions also play an important role in assisting the Libraries in fulfilling our mission and are gratefully received.

## Criteria for accepting gifts

Due to the costs of reviewing, cataloging, and processing gifts and the limitations of space, the Libraries are selective in accepting gifts. If you are considering making a donation, please consult, as appropriate, with the Gifts Librarian or Special Collections and University Archives (SCUA). Gifts that are accepted become the property of the UMass Amherst Libraries, which reserve the right to determine the retention, location, cataloging treatment, and use of donated materials.

Regardless of format, donated materials should meet the same selection criteria as current purchases. Generally, the Libraries do not accept the following:

- Materials already owned by UMass Amherst or the other Five College libraries or that are openly available online
- Materials that require extensive care or conservation (e.g. mold, missing pages, highlighted or underlined text, brittle paper) or that do not meet requirements for accessibility under the Americans with Disabilities Act
- Materials that include donor restrictions that the library cannot honor or that require restrictive or unacceptable terms of use agreements
- Popular fiction (e.g., mysteries, romance, bestsellers)
- Textbooks not being used for current classes
- Back or current issues of periodicals, unless they fill specific gaps in an existing run
- Off-prints or photocopies
- Media in older or less commonly used formats

To help us evaluate your materials, we may request that you provide a list of publications that includes author, title, edition, and date. Once a gift is accepted, our Gifts Librarian or SCUA will work with you to arrange for official acceptance, transfer, and acknowledgment of materials.

## Tax Information for Donors

Materials that are accepted into the UMass Amherst Libraries collections may be eligible for use as a deduction against your federal taxes, and upon request, UMass Amherst Libraries will provide a written acknowledgment to verify your donation. We recommend that donors consult with a qualified tax professional to determine your eligibility for a deduction and to clarify your rights and responsibilities as a donor. Please note that according to Internal Revenue Service regulations, the Libraries may not appraise or estimate the value of any gift.

## Alternative Destinations for Your Gifts

If the UMass Amherst Libraries are unable to accept your gift, you may wish to consider selling or donating your materials to:

- Your local public library
- Local used bookstores
- [League of Women Voters](#), for its annual book sale
- One of the organizations listed on the [American Library Association's fact sheet](#)

## Contacts for donations

- *Material for the general collections:*
  - Gifts Librarian: [gifts@library.umass.edu](mailto:gifts@library.umass.edu)
- *Rare books, photographs, manuscripts, organizational records, or other unique materials:*
  - Special Collections: [scua@library.umass.edu](mailto:scua@library.umass.edu)
- *Monetary support:*
  - Library Development and Communications: [Friends@library.umass.edu](mailto:Friends@library.umass.edu)

*Endorsed by the Research Library Council*

*Approved by Director of Libraries November, 1998*

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