



Donations – Updated January 2016.

The Libraries at High Point University appreciate the donation of high quality materials that will augment our collection. Donations can include academic and popular books, DVDs and archival materials. All items that are donated to the library will be reviewed by the appropriate staff to see if the materials will be a sensible addition to the collection. Outdated textbooks, popular books and magazines, reprints, commonly available journals, materials that duplicate what is already owned, and materials in poor condition are generally not added to the collection.

Materials that are **not** added to the collection are:

- Added to our “take a book collection” in the R. G. Wanek center
- Recycled if they are in poor shape
- Donated to other libraries
- Sent to Better World books as a donation – see <http://www.betterworldbooks.com/> for information on their philanthropic activities

Materials donated to the library are a "gift in kind" and our Institutional Advancement office will be notified about any donation. Donors will receive a letter from the Director of Library Services and from Institutional Advancement acknowledging the gift. All materials will become the property of High Point University. Donors will be asked to complete an HPU Deed of Gift. The HPU Deed of Gift simply states that the materials are being donated and will become the property of the University. The Director of the Library, the Archivist or other library staff member can review a proposed donation to see if it will be a valuable asset for the collection. Donated materials can be honored with a note in the University catalog indicating who the materials were donated by or in honor of an individual or family member.

Because federal tax regulations prohibit the Library from giving appraisals or estimates of value of gifts, appraisals are the responsibility of the donor. The Library will, however, provide a list of qualified appraisers upon request. Donors are encouraged to consult a knowledgeable tax expert about current requirements regarding appraisal information and related IRS forms. All gifts will be acknowledged unless the donor requests otherwise.

If you want to make a donation, have a question about whether you have materials that are a good match for our collection or need clarity about the policies listed here please contact the library at 336-841-9215 or 336-841-9102 or email us at hpulibraries@highpoint.edu. For more information on archive donations please see our University Archive Policy at <http://www.highpoint.edu/library/files/2013/05/High-Point-University-Archives-Policies.pdf> .