

GIFT PROCEDURES

Occasionally friends of the library seek to donate books, media, or other materials. We are grateful for this generosity and we do sometimes (not always) accept such donations. We are interested in materials that support graduate level theological study. We are not interested in materials in poor physical condition such as worn, moldy or underlined books. Contact us (<http://library.dts.edu/contact>) to discuss an offer.

Once the library has agreed to process the donation, please deliver materials to the Dallas campus library; we do not ordinarily pay for shipping, but exceptions are possible. The library is at 3909 Swiss Ave, Dallas TX 75204. We have a loading dock. You can deliver to the library anytime it is open, including Saturdays, but it is best to come M-F, 8:00am through 4:00pm. Hours are here: <http://library.dts.edu/hours>.

Donations are not automatically added to the collection. They are assessed based on our collection development policy (<http://library.dts.edu/collection-development-policy>) and on potential overall contribution to the mission of the library. Donated materials that are not added to the collection will, at the discretion of the librarian, be exchanged, sold, given away, or discarded.

The Seminary becomes the owner of all donated materials and, as such, reserves the right to determine retention, location, cataloging treatment, and other considerations related to use, maintenance, or removal. We rarely except donor restrictions on the use, housing or disposal of materials (except donors may restrict access to special collections for a designated period of time).

The library does not appraise or estimate the value of gifts. Neither IRS nor Seminary regulations permit us to assign a value to donated materials. However, the library can issue a letter acknowledging receipt of the materials. The donor must request the letter at the time of the donation and should provide a list of titles to be included with the receipt. It may also be helpful to photograph the donated books while they are on shelves.

The Antiquarian Booksellers' Association of America, the American Booksellers Association, and the American Society of Appraisers can recommend qualified appraisers. Tax forms and guidelines can be found at the Internal Revenue Service website.