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(PLEASE PRINT)

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The Donor gives all of the items described above to the University of Tennessee Libraries. All gifts become the property of the University Libraries. The Libraries reserves the right to determine retention, location, cataloging, display, digitization, conditions of access, and preservation of all parts of this gift. Any restrictions (“exceptions”) on these activities must be approved in advance by the Assistant Dean of Special Collections. Please read the back of the form for additional information before signing.

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Gift in Kind Policies

The Libraries will not accept walk-in donations or unapproved drop-offs at any of our facilities.

The Libraries does not accept:

Widely-held research publications	Large, generalized collections or personal libraries
Trade or mass market paperback books	
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Popular magazines or runs of journals	Photocopies of research materials from other repositories
Titles already owned by the university	

Decisions as to acceptance of any in-kind donation may be informed by the availability of sufficient donated funds to enable the Libraries to appropriately process and house the item in order to ensure its use. The minimum average cost incurred by the libraries to process 1 linear feet (1 record box) of archival materials is \$150, while the average cost of processing a gift book is \$50.00

The Libraries agree to catalog and process published materials according to professional standards.

The Libraries agree to process archival materials according to professional standards and house in acid-free enclosures to assure their preservation. Archivists maintain final approval on arrangement and description of collections.

- Any items found in the collection that are not deemed historically significant or that contain sensitive information can be destroyed or returned to you, if requested.
- A finding aid (a brief guide to the collections for researchers) will be produced and made available on the website. The collection will then be available for use by researchers.
- The Libraries may decide to selectively digitize pieces in the collection as it supports strategic initiatives.

The Libraries cannot agree to:

- Accommodate requests for separate housing of materials or permanent display of materials.
- Digitize entire collections.
- Guarantee to complete processing within a specific timeline.

Appraisals

It may be possible for a donor to take a tax deduction. You are encouraged to speak with a tax accountant or attorney about this possibility. If an appraisal is needed for the donor's tax purposes, the Libraries can help suggest a qualified appraiser. UT Libraries staff and faculty cannot provide appraisals for collection materials.

The UT Libraries sometimes commissions appraisals of gifted materials for the purpose of internal valuation. If a donor requests a copy of the appraisal, a copy will be provided. If a donor would like a completed IRS Form 8283 for tax purposes, the donor will need to work directly with the appraiser and pay any associated fees. These appraisals are commissioned for internal valuation purposes only and not for any other purpose.