Book Donation Policy and Agreement

Statement of Policy Regarding Acceptance of Donated Books
Folio reserves the right to review all donated books or other items before acceptance. Books that are accepted but not added to the collection (i.e. accessioned) may be sold to fund the purchase of other items or disposed of in the manner described below. Once accepted, all donated books become the unrestricted property of Folio, and Folio reserves the right to determine the retention, location, cataloguing, disposition and other factors relating to the books. In-kind gifts to Folio may provide a donor with income tax benefits since Folio is a 501(c)(3) charitable organization; however, under IRS regulations, Folio cannot provide estimates of value or appraisals.

Statement of Deaccessioning Policy
With the exception of materials subject to official terms of acquisition agreed upon between Folio and a donor, Folio reserves the right to deaccession any materials within its collections. Accessioned materials acquired by gift or purchase and determined by Folio to be a duplicate, irreparably damaged or outside the scope of Folio’s collection may be deaccessioned and offered to the membership or public in the context of a Folio sponsored book sale, disposed of at auction, or sold to a bookseller. Deaccessioned materials may also be offered to another more appropriate institution or back to the donor. In the case of books not needed for Folio’s library that have marginal monetary value, Folio may donate those books to schools or other institutions or give them away. If donated books are sold, the proceeds of the sale will be applied to the purchase of other items, or in some other manner which Folio determines will most effectively enhance the usefulness of Folio’s library.

Acceptance of Folio’s Policies by Donor
The undersigned (“Donor”) wishes to donate certain books or other items generally described as follows (the “Books”):

______________________________________________________________________________
______________________________________________________________________________

Donor represents that he or she is the sole owner of the books and that no other persons or institutions have a claim to the Books.

Except as follows, Donor accepts Folio’s policies and agrees that Folio shall have complete control over the acceptance and disposition of the Books:

______________________________________________________________________________
______________________________________________________________________________

Created 2/26/15 by GA, Rev. 12/1/15 by LS
Donor __ agrees __ disagrees that Folio may, at its discretion, mark the Books as donated by Donor either in the library catalog and/or on a book plate or other marking. If Folio decides to designate the Books as part of a donor collection, Donor wishes it to be known as the ____________________ ____________________ Collection.

________________________________________
Donor Signature/Date

________________________________________
Print Name

Donation accepted for Folio: The Seattle Athenaeum

By: ________________________________
Its: ________________________________
Date: ________________________________