

TULANE UNIVERSITY ~ RUDOLPH MATAS LIBRARY

GIFT POLICY

The Rudolph Matas Library accepts gifts of books as well as other print and non-print educational materials on a limited basis. Such materials should be current in scope and directly support the academic, curricular, clinical or research missions of the health sciences at Tulane University. Prior to the acceptance of a donation, the library requests that a list of the materials in question be submitted for review, and the library reserves the right to respectfully decline materials not deemed appropriate to the above named missions of the health sciences at Tulane. Donors should deliver their gifts to the library after verification that they have been accepted into the collection.

Materials donated to the library become the property of Tulane University and shall be utilized as needed and appropriate. The Library also reserves the right to de-accession materials as needed and appropriate. Collections may be identified with appropriate bookplates; however materials shall be located in the library according to their appropriate use and might not be grouped together in one place. Bookplates may also designate memorials and/or honorees. Materials may be placed on exhibit as needed and appropriate on a rotating basis; however, due to space constraints, the library cannot guarantee that specific materials will be displayed permanently.

All gifts will be formally acknowledged by Tulane and the library. For tax purposes, the university's letter of acknowledgment may be attached to the donor-supplied itemized list; however there may be other requirements needed for the gift-in-kind to qualify for a tax deduction. Please refer to the attached sheet, *Information About Substantiation Requirements for Gifts-In-Kind*. Tulane also recommends that donors consult with their tax advisors prior to making such a gift.

The library is unable to accept duplicates of materials already in the collection except at the discretion of the Director or his/her designated representative. Such exceptions may include, but not be limited to, certain signed copies or items with high circulation.

Donations of historic materials may be accepted when appropriate for the university's collection. Tulane related memorabilia and photographs may be of interest to the Medical History Collection.

Due to limited space, serial gifts are generally discouraged, but sometimes are useful to fill in gaps in the collection. Donors are encouraged to contact the library before donating serials.

Monetary gifts are always welcome. Such gifts allow us to purchase special items and provide support for collections or programs that are beyond our normal means. Donors who wish to include the library in their estate plans should contact the Tulane Office of Development for appropriate sample language designating the Rudolph Matas Library.

I/we have read the above gift policy and agree to its terms:

Name

Date

Name

Date