

VDOT RESEARCH LIBRARY: POLICY ON GIFTS

(Last updated: 10-20-16)

The VDOT Research Library is grateful for offers of gifts of materials for its collections. The library welcomes donated materials that enhance its collections in support of the research and information needs outlined in the library's Collection Development Policy. The library declines offers of gifts if they unnecessarily duplicate existing holdings, if the subject matter is outside the scope of its Collection Development Policy, or if there are donor restrictions the library cannot honor. Basic selection criteria for gifts are the same as for materials collected in other ways.

All gifts are reviewed for selection but not all gifts are retained, largely due to the library's limited physical space. The library has no obligation to add any gift titles to its collection. Gifts are accepted on the condition that the donor relinquishes all authority over the use that is made of the gift materials and that library staff is free to discard materials not added to its collections. All items gifted to the VDOT Research Library become the property of the Commonwealth of Virginia.

If the library receives a year or more of a serial title not already in the collection, library staff will decide whether to add the gift title. Otherwise, only issues that fill gaps in existing holdings will be retained.

The library will not issue to the donor any documentation of gift form as a formal instrument of acceptance. The library adheres to the policy of the Internal Revenue Service regarding gift appraisal for tax purposes. Since the donor is the beneficiary of the tax deduction, the donor is solely responsible for having the gift collection appraised.

For questions relating to library gifts and donations contact:

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VDOT Research Library

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