

## **GIFT POLICY**

1. The Brethren Historical Library and Archives (BHLA) accepts gifts of materials as offered, but reserves the right to classify, locate, or dispose of them as best serves the purposes and policies of the organization.
2. The appraisal of a gift for tax purposes is the responsibility of the donor, since according to law the recipient cannot appraise the gift.
3. BHLA will at all times protect the interests of its donors as best it can and will suggest the desirability of appraisals whenever such a suggestion is in order.
4. BHLA usually will not appraise gifts received; however, on occasion an appraisal of small gifts may be made when the value of the gift is not worth the time and expense of an outside appraisal. BHLA may provide the donor with information such as auction records or dealers' catalogs or suggest appropriate professional appraisers who might be consulted regarding large gifts.
5. The acceptance of a gift that has been appraised by a third, disinterested party does not in any way imply an endorsement of the appraisal by BHLA.
6. BHLA will acquire proper and legal title to all gifts having significant monetary value by the use of a gift agreement form.
7. Donors of single items or very small collections often do not wish to become involved in gift procedures; in these situations the issuance of a BHLA gift acknowledgement card or letter will suffice.
8. All gifts will be acknowledged either by a gift acknowledgement card/letter or a gift agreement form. Copies will be kept for the library records. Usually a letter will accompany the agreement form.

9. Books donated will be identified by the use of a gift plate showing the name of the donor, except that no plates shall be affixed to rare books. In such cases the name of the donor will be placed with but not affixed to the book.
10. When a potential donor is hesitant to make an outright gift to the archives, the materials may be accepted on a permanent loan basis.
11. Although donor restrictions are not encouraged, they may be included in the gift or loan agreement. Restrictions should be for a specified length of time.
12. Items donated without a donor form are considered to be under ownership of the BHLA. The BHLA has the rights to the item and can determine its restrictions and usage.