



Saint Martin's UNIVERSITY

Gift and Donation Policy – Archives and Special Collections

The Saint Martin's University Archives and Special Collections accepts donations and gifts of enduring historical and academic value. All donated and gifted materials become the sole and irrevocable property of Saint Martin's University.

The Saint Martin's University Archives and Special Collections reserves the right to decline the acceptance of some or all of a gift or donation if it is already held in the collections, does not meet the collection needs of Saint Martin's University, or the Archives and Special Collections is unable to meet the material's care and preservation requirements. Donations or gifts will not be accepted without being reviewed by the Archivist, Library Director, or appropriate subject librarian.

It is asked that prior to being reviewed by the Archivist, Library Director, or appropriate subject librarian, that potential donation or gift materials are not culled or reorganized in advance of being reviewed. Though it may not be readily apparent, relatively unassuming objects may have research value. Similarly, the order and manner with which the materials are arranged can provide important context for future researchers.

Disposition

The Saint Martin's University Archives and Special Collections reserves the right to all decisions regarding the materials retention, location, cataloging treatment, and all other considerations regarding the material's use and disposition.

Valuation and Appraisals

In accordance with Internal Revenue Service regulations and guidelines, the Saint Martin's University Archives and Special Collections does not provide an estimate of the value of the gift or donation. All donors requiring an appraisal need to consult with an independent and professional appraiser at the expense of the donor.

The valuation or appraisal of any material under consideration for acceptance as a gift or donation to the Saint Martin's University Archives and Special Collections by any Archives and Special Collections staff or representatives, paid or unpaid, is deemed a conflict of interest. As such, no references to cost, valuation, or appraisal may be included in any correspondence or acknowledgment letter.

The Saint Martin's University Archives and Special Collections will direct all interested donors to the University's Office of Institutional Advancement for information about charitable credit for tax purposes related to donated materials. The Saint Martin's University Archives and Special Collections



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cannot provide any tax advice, and recommends donor seek authoritative advice from their tax or legal advisor.

For more information, see [IRS Publication 561: Determining the Value of Donated Property](#) as well as [IRS Form 8283](#).

Preparing Donations for Shipment or Delivery

Saint Martin's University Archives and Special Collections staff is able to answer questions and provide recommendations about preparing a donation for shipment or delivery.

For detailed information about preparing donation or gift materials for shipment or delivery, see the following two documents from the Society of American Archivists:

[Donating Your Personal or Family Records to a Repository](#)

[Donating Your Organization's Records to a Repository](#)

Acknowledgments

Upon receipt of the donation or gift as well as successful completion of a formal deed of gift, the Saint Martin's University Archives and Special Collections will issue a letter of acknowledgment to the donor. The letter will not include a list of the items or an estimate of the value of the donation or gift.

Approved 09 November 2022.

Faculty Library Committee