**Gifts in Kind**

The Thaddeus Stevens College of Technology Library welcomes community support through donations of materials and encourages anyone considering a gift-in-kind donation to contact the Library Director.

Like similar institutions, the Stevens Library can take items only within our collection scope—that determination is made by the Library Director. Our Collection Development policy is available through the College web site. In general, we accept materials that directly contribute to the academic mission of the college, or (for the archives) items that pertain directly to the College’s history and which are not already represented in the collection. In general, we do not accept:

* Duplicate copies of items already in our collection
* Outdated or superseded editions
* Items in poor condition (ripping, spills, water damage, etc.)
* Textbooks, magazines, journals
* Items in obsolete formats (DVDs, CDs, microfilm/microfiche, audio tapes, VHS, etc.)

Donated items become the property of Thaddeus Stevens College of Technology and will be used, displayed, or removed/disposed of as determined by the Library Director. Any items not added to the collection will be donated to a local charity unless the donor has made arrangements to retrieve them.

Finally, the College cannot appraise or assign a tax-related value to donated material. The library will send a letter of acknowledgement to the donor once items are received and processed.

Please complete this form to accompany your donation:

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