



## Donor Information and Agreement

The Citadel gratefully accepts unrestricted donations of books and other publications. The donor understands and agrees, by signing this form, that the Daniel Library reserves the right to make the most appropriate use of gift items based on selection criteria such as timeliness, quality, conditions, duplications, etc. The library ordinarily retains the right to dispose of any unneeded materials in whatever manner the library determines to be the most appropriate.



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<b>Would you like an acknowledgement letter?</b>	<b>Yes</b>	<b>No</b>
<b>If so, would you like to request a list of titles?</b>	<b>Yes</b>	<b>No</b>
<b>Number of volumes donated</b>		
<b>Signature</b>	<b>Date</b>	

*IRS regulations require that if a deduction in excess of \$500 is claimed for donated property, the donor must maintain written records showing how the property was acquired and its cost or other basis. For all gifts of property (other than money or publicly traded securities) for which a donor will claim a value in excess of \$5,000 the IRS requires the donor to obtain a "qualified appraisal" and attach to his tax return an appraisal summary signed by the donee.*

Mail donation and this form to:  
**Acquisitions Librarian**  
**Daniel Library, The Citadel**  
**171 Moultrie Street**  
**Charleston, SC 29409-6140**