

Suggested Gift-In-Kind Guidelines

The resources of Bowling Green State University have been greatly enhanced by the acceptance of many valuable and useful gifts. Materials received as gifts (gift-in-kind) are as important as items purchased and they are given the same degree of care and expeditious handling as purchases. Gifts of any type contribute to the development and support of the University.

The responsibility of the University's need to maintain control over gifts and the impact of gift materials on space and processing staff require that certain conditions be observed in accepting gifts. Gifts of material are accepted with the understanding that upon receipt, they are owned by the University and become property of the University and/or the department they are given to. That department reserves the right to determine their retention, location, treatment, and other considerations related to their use or disposition.

1. General Criteria

Factors to be considered in judging the desirability of accepting a gift of materials include the needs of use, collection, convenient availability of the material, location and space, maintenance requirements, accompanying restrictions, and relations with the donor.

2. Appraisals

Donors are encouraged to consider having major gifts appraised for income or estate tax purposes. The acceptance of a gift which has been appraised by a disinterested party does not imply endorsement of the appraisal by the University. Please recognize that the government holds the donor responsible for the valuation of gifts. The University is prohibited by law from suggesting a value on materials donated to it.

3. Restrictions on Gifts

Restrictive conditions as to housing, care, access, or processing are usually not accepted in order to make certain that gift materials will be maximally usable.

4. Disposition of Gifts

The responsibility of the University is to ensure that what we leave now will be as distinguished for future scholars as that which we offer the current academic community. The process of maintaining gifts requires that the departments dispose of materials, including gifts, that are duplicated, obsolete, or otherwise inappropriate for anticipated needs. Decisions regarding the disposal of specific items are made with the same concern as that exercised in acquiring materials, so that the integrity of our gifts is maintained and that quality is continually improved.

In cases where unwanted materials are sold, the departments have an added responsibility to the University as well as to donors to maintain effective control over the resulting income.

5. Acknowledgements

Appropriate letters of acknowledgement are given for all gifts of which the Bowling Green State University Foundation, Inc. is informed.

**If you have any questions please contact the Bowling Green State University
Foundation Office at 372-7645**