

DONATING MATERIALS TO THE LIBRARY

Occasionally friends of the library seek to donate books and other resources. We are grateful for this generosity and we do accept donations in good physical condition that support graduate level theological study. We are not looking for duplicates of older works we already own. If in doubt about the appropriateness of a potential donation, you may contact us (<http://library.dts.edu/contact>) to discuss an offer.

Please deliver materials to the Dallas campus library; we do not pay for shipping. The library is at 3909 Swiss Ave, Dallas TX 75204. We have a loading dock. You can deliver to the library anytime it is open, including Saturdays, but it is best to come M-F, 8:00am through 4:00pm. Hours are here: <http://library.dts.edu/hours>.

Donations are not automatically added to the collection. They are assessed based on our collection development policy (<http://library.dts.edu/collection-development-policy>) and on potential overall contribution to the mission of the library. Donated materials that are not added to the collection will, at the discretion of the librarian, be exchanged, sold, given away, or discarded. We have an annual book sale which gives students a chance to purchase books at very low prices; we use the income to purchase needed materials.

The Seminary becomes the owner of all donated materials and, as such, reserves the right to determine retention, location, cataloging treatment, and other considerations related to use, maintenance, or removal. We rarely accept donor restrictions on the use, housing or disposal of materials (except donors may restrict access to special collections for a designated period of time). If you wish to place any restrictions on the materials, then we need to reach an agreement before you donate the materials.

The library does not appraise or estimate the value of gifts. Neither IRS nor Seminary regulations permit us to assign a value to donated materials. However, the library can issue a letter acknowledging receipt of the materials. The donor must request the letter at the time of the donation and should provide a list of titles to be included with the receipt (but we will count the number of books donated if no title list is provided). It may also be helpful to photograph the donated books while they are on shelves.

The Antiquarian Booksellers' Association of America, the American Booksellers Association, and the American Society of Appraisers can recommend qualified

appraisers. Tax forms and guidelines can be found at the Internal Revenue Service website.

If you decide not to give books to DTS, consider the following alternatives.

- donate to a facility for elderly people or abused teens or homeless people. Such facilities especially like Christian living books and biographies
- donate to your local public library. (Many have annual books sales.)
- donate to a local private school, especially a Christian school. Schools might have need of more technical books for serious research.
- sell to a used book store

Giving to a local organization eliminates shipping cost.

The following organizations help provide theological information resources to seminaries and libraries in the developing world. You might want to donate to them.

- Theological Book Network <http://www.theologicalbooknetwork.org>. TBN usually ships bulk selections by container to multiple institutions. Ecumenical. Supported by many US seminaries.
- Better World Books' program for libraries. <http://www.betterworldbooks.com/go/libraries>. Secular. Will take practical books TBN might not take.
- "Books for Africa" <http://www.booksforafrica.org/> (One agency supported by Better World Books)