

# USC Libraries

## Donor FAQ

### 1. Why give materials to the USC Libraries?

Throughout their history, the USC Libraries have relied on the generosity of scholars, alumni, friends, private collectors and public figures in enhancing the Libraries' collections. The reasons for making a gift to the Libraries are personal and varied. Perhaps you are grateful for your USC experience and want to give something back. Maybe you would like to leave a tangible legacy to benefit future Trojans for generations to come. Perhaps you want to add the intellectual weight of your collection to complement or to establish anew collection strengths in the Libraries. Or you may wish to take advantage of the tax benefits of making a significant gift of library materials.

### 2. Will I receive an inventory of my donation?

The Libraries will provide you with a written acknowledgment of the receipt of your donation, noting the number of items, or boxes of material, received. Limited staffing does not make it possible to provide itemized lists of donations. If it is in your interest to have such an inventory for your donation, you should have it prepared in advance of receipt of the gift by the Libraries and should precede or accompany the gift. The Libraries endeavor to provide a note in the online catalog record for materials cataloged from major gifts noting the name of the donor.

### 3. Will USC provide me with an estimate of the value of my donation for tax purposes?

IRS regulations prohibit all non-profit institutions, including USC, from placing a value on donated materials to the donor. The Libraries' Gifts Liaison can usually provide a list of licensed appraisers with expertise in the nature of the donated materials. In addition, you can get a list of reputable appraisers through the Society of American Appraisers, the Antiquarian Booksellers' Association of America, auction galleries, and individual rare book dealers. Useful insight on whether or not an appraisal may be worthwhile is to be found on the web site for *Your Old Books* (<http://www.rbms.info/yob.shtml>).

### 4. Will the USC Libraries retain everything in my donation?

The Libraries consider a number of factors in determining which materials to add to the collection: relevance to the Library's collecting areas and the university's academic program; if the Library already owns a copy of the item; physical condition of the donated material; potential processing, preservation and storage

costs, etc. In all instances the Libraries retain the right to appropriately direct elsewhere unneeded gifts.

**5. Once I have donated my collection to the USC Libraries will I still have access to it?**

The Libraries will make the gift materials, once processed and routinely accessible, available for research to the donor, members of the donor's family or their designees, as well as USC faculty, students, staff and visiting scholars in accordance with normal operational practices and procedures.

**6. Will my donation be kept together in one place?**

As a general operating principle the Libraries lack the space to house together as a group a gift of books from a donor. It greatly facilitates scholarship and research for like materials to be classified and housed with existing like materials in the Libraries. The Libraries can provide a note reflecting the name of the donor in the online catalog record for materials cataloged from major gifts. In the case of an archival donation every attempt is made to maintain the collection as a separate entity, with its own collection name, collection number and finding aid.

**7. May parts of my donation be used for exhibition purposes?**

The USC Libraries normally makes its collections available for exhibits, both at USC and at other appropriate institutions. The Libraries ensure that any borrowing institution adheres to exhibition best practices related to the transport, display and security of all exhibited items. We will also honor any existing copyright restrictions governing the materials appropriate for exhibition. In all instances USC uses a standard credit listing the name of the collection from which an item is borrowed for exhibit and, if loaned outside USC, the name of the USC Libraries.

**8. What about adding additional material to my donated collection in the future?**

The USC Libraries welcome appropriate additions to previously donated collections. The same process will be followed as with the original donation and an addendum will be prepared for the existing Deed of Gift Agreement, as appropriate

**9. How can I support the USC Libraries in processing my gift?**

Every gift of library materials brings with it a range of expenses for review, cataloging, potential preservation needs, and appropriate housing and storage of the materials. The USC Libraries welcome donations of financial support accompanying the gift of library materials to help meet these needs.