

IN-KIND GIFT OFFER EVALUATION FORM

The USC Libraries accepts gifts of books, manuscripts, archives or other non-cash items. These donations will only be considered if they support the teaching and research mission of the University and are recommended by the appropriate subject selector who will be stewarding it. Please complete this form before accepting any gifts. All donations must be approved by the Dean and accompanied by an appropriately signed gift agreement or MOU.

Name of librarian completing this form: _____

Collection Name: _____

Donor name/address: _____

Email/telephone: _____

Briefly describe this collection (contents, formats):

PART I. To be completed by librarian.

TRANSPORTATION: Where is the gift collection located? How will it be transported to USC? If USC Libraries will pay, what is the cost?

STORAGE: Where will the collection be stored?

PROCESSING: Which departments will process the gift? Can current staff be used or need to hire?

SIZE: Estimated # of volumes or boxes or linear feet

DIGITIZATION: Is digitization expected by the donor? If yes, can we make it available online without restrictions?

AGREEMENT: Can we use a simple Deed of Gift or do special considerations require a MOU?

SUBJECT FOCUS (SCHOOL): Which subject areas or USC schools would the gift support? Would it help particular professors? If so, please name them.

DEADLINE: Is there a time by which a decision must be made? Is this urgent?

PART II. To be completed by Library Advancement (if applicable).

APPRAISAL: Is an appraisal necessary? Is the donor willing to pay for an appraisal?

FUNDING: Is the donor willing to pay to support the collection? If so, how much?