



**THE LIBRARY at
THE BYZANTINE CATHOLIC SEMINARY
Pittsburgh, PA 15214**

DONOR AGREEMENT

All donations to the Byzantine Catholic Seminary Library (hereafter BCSL) will be handled as outlined below. Questions regarding this policy and requests for further information should be made to the Director (Sandra Collins at 412/321-8383, ext. 23 or bcs.library@verizon.net)

- The Library seeks gifts that support the Seminary's teaching and research mission. Therefore, the Library will accept gifts of books, journals and non-print materials if they are judged to be a potentially significant contribution to the overall collection.
- Because of the Library's limited resources for handling books requiring special treatment, the Library reserves the right to accept only materials in good to excellent condition.
- The Library will acknowledge all gifts and donations made to BCSL.
- It is strongly suggested that donors provide a list of donated materials as the Library will not be responsible for creating a list to return to the donor.
- The Library will determine the classification, housing and circulation policies of all gift items. It may not always be possible to keep gift collections intact since most will be integrated into the Library's existing circulating or rare collections.
- BCSL retains the right to dispose of duplicates and unneeded material as it sees fit. Items will be returned to the donor at the donor's request and expense. The request to return materials **must** be made at the time of donation.
- BCSL staff is not authorized under IRS regulations to appraise gifts or to provide a signature to any document that applies a monetary value to said gifts or donations for income tax purposes.

I agree to the terms specified in the Gift Policy.

Donor signature _____ Date _____

The Library at
The Byzantine Catholic Seminary

GIFTS RECEIVED

Donor (please print clearly)

NAME _____

ADDRESS

PHONE _____

EMAIL _____

Do you want a gift plate in your donated book(s)? YES _____ NO _____

Preferred text (for example, *Gift in memory of John Doe*):

Return books not added to the collection: YES _____ NO _____

PLEASE NOTE: Items will be returned at the donor's request and at the donor's expense. The request to return unused items **MUST** be made at the time of donation.

If you have a list of your donated materials by title or author, please attach it to this form and send it in with your donation. We will include it in our acknowledgement of your gift.