

Information for Donors to the USAFA Library Collections

The Importance of Library Gift Materials

Each year the United States Air Force Academy's McDermott Library is greatly enriched by thousands of gift items to the collections. Gifts provide valuable resources to cadets, faculty, graduates, visiting scholars, and friends who depend on the Air Force Academy for teaching, study, and research. Gifts help strengthen the library's holdings, fill in missing issues of periodicals, replace lost or damaged books, and add primary source research materials to the collections.

The McDermott Library appreciates and encourages the donation of library resources that will strengthen the collection and support the Academy's academic programs. Gifts cover a wide range of subjects and include materials in all formats: books, diaries, personal papers, letters, manuscripts, photographs, back-runs and current issues of journals, and various electronic formats.

General Policy Information

- Donors receive a formal letter of acknowledgment, but not an inventory, from the Library.
- Donors wishing an itemized list of items donated should supply such a list with their donation.
- Gifts are reported officially to the Academy's Office of Gifts and Memorials.
- All donations become the sole property of the Academy and are reviewed by the Subject Bibliographers as to the potential value to the collection and to the usefulness in cadet and faculty study and research.
- Classified materials must indicate that they have been declassified by competent government authorities; the library does not accept classified materials as gifts.
- The donor passes all applicable rights to the donation to the Academy including, but not limited to, the reproduction and dissemination of materials into various formats.
- Donations cannot be accepted if the donor requests that they be returned to the donor or designees at some future date.
- There can be no stipulation that any donated materials will be retained as a discrete collection (manuscript collections & unit histories being the exceptions) or put on any public display.
- The Library reserves the right to determine the retention, location, cataloging treatment, and other considerations relating to the use or disposition of gifts. All gifts are kept in compliance with IRS regulations of gifts-in-kind.
- In accordance with IRS regulations, the Academy will make no appraisal of gifts to the Academy, but will, upon request, help the donor find an appropriate appraiser who would negotiate directly with and be paid by the donor.
- Written appraisals received with donations will be acknowledged in the gift receipt letter.
- The donor is responsible for the costs of packing and shipping donated materials to the Academy.

Special Gifts and Special Requests from Donors

Donors of special materials or donors wishing to make arrangements for the special handling of gift materials may contact the Friends of the Academy Library (P O Box 188; USAF Academy, CO 80840-0188) or the Office of Gifts and Memorials (HQ USAFA/CMA, 2304 Cadet Dr, Ste 351, USAF Academy, CO 80840-5002, (719) 333-3833).

Gifts Not Added to the Collections

Gifts that are not cataloged or otherwise added to the collection are handled in a variety of ways. They may be offered to other DoD colleges or agencies or to other academic libraries. Duplicate periodicals are frequently exchanged with consortia groups. Donated books that are not added to the collection or placed with another library are sold at the library's book sales; the proceeds are used to strengthen the library's collections. Materials that are damaged or cannot be used for other reasons may be discarded.

Financial Contributions

The McDermott Library also welcomes memorials or honorary gifts-in-kind or monetary donations from Academy graduates, faculty, and friends. These gifts may be directed to the McDermott Library, The Friends of the Library, or the Academy's Gifts and Memorials Office.