



Phillips Theological Seminary

LIBRARY GIFT-IN-KIND CONTRIBUTION FORM

Phillips Theological Seminary gladly accepts gifts of books, journals, etc. *with the understanding that, upon receipt of the materials, they become the property of the seminary library.*

Guided by the seminary's library collection policy, the library director reserves the right to determine all matters related to retaining or disposing of the donated items. Materials which are not appropriate to the library's collection or which duplicate existing materials will be sold, offered to other institutions, or otherwise disposed of. Sale proceeds are used to purchase materials which the library needs to support the curriculum and research needs of the seminary's students, faculty, and alumni/ae.

Please complete this form and include it with your gift. Your signature is required. You will receive a letter from the library director acknowledging your donation. The seminary follows the IRS rules regarding gifts-in-kind, meaning that it is the donor's responsibility to state the value of the gift. *The letter from the director of the library will not state the value claimed by you.*

However, in the event that a gift, such as a collection, is valued at \$5,000 or more by a qualified appraiser and the seminary decides to receive the gift, other procedures apply. Contact the director of the library or the vice president of stewardship at 918.610.8303 for details.

Please make a copy of this form for your records.

Name _____

Address _____

Phone _____ E-mail _____

Estimated Market Value of your gift \$ _____

Description of materials

(e.g., textbooks, nonfiction, fiction, journals, specific subject, approx. age of items):

Number of hardbound volumes _____

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Signature _____ Date _____