

Jackson Resource Center Gift Procedures

The Jackson Family Center for Ethics and Values welcomes gifts of books, manuscripts, and other library materials that support the Center's mission. The Jackson Resource Center collection includes books, articles, and videos exploring a variety of philosophical topics with a primary focus on Ethics. Gifts donated to the Jackson Resource Center add materials that otherwise could not be acquired through normal funding processes and, in turn, enhance the quality of the resources available for students, faculty, and the local community. Your support through donating library materials is very much appreciated.

Gift Procedures:

Gifts may be directed to the Jackson Center's Assistant Director in EHFA 274. You may contact the Jackson Resource Center with any questions about donation procedures at 349-4149 or by emailing jacksoncenter@coastal.edu. It is very helpful to include with your gift a list briefly describing the gift materials: author, title, date and place of publication, publisher, and number of volumes. The Jackson Center asks that all donors fill out a **donation form** that is available on the Jackson Center website, and include it with your donated materials. This allows the Library to acknowledge receipt of the gifts and follow the donor's wishes as to the handling of the donation.

Conditions for Gifts:

When you give a book or any other material to the Jackson Resource Center, it is important that you understand the conditions under which a gift is given and accepted:

- A gift becomes the property of the Jackson Family Center for Ethics and Values.
- The Jackson Family Center for Ethics and Values reserves the right to determine whether a gift will be added to the collection, where it will be located, and how it will be made accessible.
- The Jackson Family Center for Ethics and Values also reserves the right to dispose of inappropriate or duplicate gift items through resale or other means, unless otherwise notified by the donor in the donation form.

Income Tax Deductions:

Usually a gift will qualify as a deduction for income tax purposes. However, by law, neither the Jackson Family Center for Ethics and Values nor Kimbel Library can appraise gifts. The responsibility for establishing a fair market value of a gift lies with the donor. You may wish to consult your personal attorney or a tax advisor.

The [IRS](#) also has two good publications about donating material, [Determining the Value of Donated Property](#) and [Topic 506-Contributions](#). You may also access tax forms and information in the Government Documents Collection in Kimbel Library.

Acknowledgements for Gift Materials:

The Jackson Family Center for Ethics and Values will send an acknowledgement for the receipt of gift materials. The letter of acknowledgement does not include dollar values. It is also the only record of the gift that the Center can provide.

Out of Scope Materials:

The following categories are not generally considered for inclusion in the Jackson Resource Center's collection:

- Materials that do not support the mission of the Jackson Family Center for Ethics and Values
- Duplicate materials
- Materials in poor physical condition -- underlined or highlighted, soiled, brittle paper, loose bindings, mildewed, infested with vermin
- Pamphlets, tracts, or other ephemeral materials that lack specific historical value
- Genealogies
- Most popular fiction
- Old Bibles
- Most encyclopedia sets
- Media that is not related to Ethics or the study of Philosophy