



In-Kind Gifts Agreement

New Mexico State University Library
Collections Coordinator
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Name _____

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The New Mexico State University (NMSU) Library appreciates your donated material. There are certain conditions attached to the acceptance of gift materials.

1. All material will be reviewed prior to NMSU Library taking possession of your donation.
2. All donated material becomes the property of NMSU Library. Donated material may be added to the collection or may be disposed according to the NMSU policies and procedures for Surplus Property Disposition ([BPM-4A](#)).
3. The NMSU Library is not authorized to provide a monetary value to your donation. If you wish to have your donation professionally evaluated for tax purposes, the evaluation must occur prior to NMSU Library taking possession.

Signing below indicates these conditions are acceptable to you.

Signature _____ Date: _____

For internal use only:

Received by: _____ Date: _____

The original, signed form is filed with NMSU Library Administration.
