Florida Geological Survey – Herman Gunter Research Library Donations Policy

The Herman Gunter Research Library welcomes gifts of books, journals, technical reports, and maps that extend and complement existing collections. Due to costs associated with storage and processing, however, the Library is unable to accept all donations. Materials that fall outside of our collecting policy generally include:

- Non-geoscience textbooks
- Geoscience textbooks more than ten years old (newer textbooks subject to approval)
- Any items not related to geoscience
- Geoscience items not related to the Southeastern U.S. (exceptions may be made in special circumstances)
- Popular fiction/trade hardcover and paperbacks
- Popular magazines
- Titles the Library already owns (exceptions may be made in special circumstances)

Gifts are accepted with the understanding that they become the property of the FGS upon receipt and that the Library may make all decisions as to their retention, location, cataloging, and use. Materials accepted but not added to the Library collections may be exchanged with other libraries throughout the world or disposed of through charitable organizations or other means. We regret we are not able to accept drop-offs of large amounts of gift materials unless prior arrangements have been made.

All gifts will be reviewed by the Librarian prior to acceptance. Donors must provide a signed letter expressing their desire to give their materials to the library, and they should include the following information in their letter:

- Donor name and contact information
- The type of material (i.e., books, photographs, etc.)
- A brief description of each item (in case of books, author, title, publisher, edition, and date of publication)

In-kind gifts to the Library may provide you with federal and state income tax benefits. In accordance with IRS regulations, the Library cannot appraise any donations—however, a letter of acknowledgement for donations to the Library will be sent to each donor. This letter may be used for income tax purposes. Donors wishing to claim a tax deduction may want to consult with their income tax preparer or the U.S. Internal Revenue Service for the proper procedure.