



## **The Remnant Trust Policy on Gifts and Loans**

### **The Remnant Trust Policy on Gifts of Books and Other Materials**

The Remnant Trust, Inc. relies on the generosity of its donors to build its research and special collections. If you have historically significant manuscripts, photographs, books, archival materials or other items that you believe would enhance The Remnant Trust's research and special collections, please contact The Remnant Trust, Inc. via email at [info@theremnanttrust.com](mailto:info@theremnanttrust.com) or by phone at 806.742.0375. Please note that, due to space constraints and limited processing resources, The Remnant Trust is unable to accept all materials offered to us. The Remnant Trust reserves the right to dispose of unsolicited materials in any manner it deems appropriate.

Gifts of materials that are accepted by The Remnant Trust become the absolute and unconditional property of The Remnant Trust and cannot be returned to the donor for any reason. Once The Remnant Trust takes possession of an item, The Remnant Trust is free to make all decisions in accordance with its established policies and procedures with respect to the retention, storage, processing, use, and disposition of that item. In accordance with The Remnant Trust standard policies, Donors are granted the same right to access and use materials they have donated as other members of the public (i.e., materials may be accessed after they have been processed, during normal business hours, and in accordance with The Remnant Trust's then-current rules and regulations). Please note that it is The Remnant Trust's policy not to accept materials "on deposit."

### **Tax Considerations**

All prospective donors are encouraged to consult with their legal, tax and/or financial advisers before making a gift to The Remnant Trust. The tax deductibility of gifts can be a complex issue, and The Remnant Trust is not in a position to advise potential donors with respect to such matters.

The Remnant Trust provides donors of property valued at \$250 or more with a written acknowledgment of the receipt of such property. The Remnant Trust is not able to confirm the value of the property that has been donated.



Any donations of items valued at over \$5,000 for which donors intend to claim a deduction will need to be appraised by a “Qualified Appraiser”. The Remnant Trust does not pay for such appraisals and is not responsible for reviewing or authenticating the validity of such appraisals. Donors should refer to Publication 561 [“Determining the Value of Donated Property” (available here <http://www.irs.gov/pub/irs-pdf/p561.pdf>)] to learn more about what kinds of appraisals are accepted by the IRS for tax purposes. All appraisals should be completed before the donor transfers the property to The Remnant Trust.

In the event that the donor expects The Remnant Trust to sign any forms related to the tax-deductibility of a donation of property (e.g., a form 8283), all such forms must be presented to The Remnant Trust at the time that the materials are given to The Remnant Trust. Forms presented to The Remnant Trust after this point in time cannot be signed by The Remnant Trust.

### **The Remnant Trust Book Loan Policy**

The Remnant Trust will accept loans of books, documents and other materials we feel satisfy the mission and nature of The Remnant Trust Collection only if there is a written and signed document of said item to be gifted to The Remnant Trust in two years or less. Any deviation from this loan schedule will be subject to The Remnant Trust President’s approval.