Donors make invaluable contributions to the collections of the Bishop Payne Library and the Archives and strengthen the library’s fulfillment of its mission. Due to the heavy space and staff demands of donations, however, the Library offers these guidelines regarding the donations that it is able to accept.

Potential gifts of library materials must be accepted by the Head Librarian. The Head Librarian reserves the right to refuse any proposed gift for any reason. The Bishop Payne Library accepts outright gifts only. Materials are not added to the collection on a “loaned” basis. Gifts are normally accepted only if there are no restrictions placed on their use by the donor. Any exceptions must be agreed upon by the Head Librarian and the donor before the gift is given. Arrangements for packing and delivery of the collection must be made by the donor. Prior arrangement must be made for any donation larger than ten boxes. All donors must sign a library donation form.

When a gift is accepted by the library, it becomes the sole property of Virginia Theological Seminary. The Head Librarian has full discretion to decide whether the gift will be added to the library’s collections. Gift materials are selected for the collection under the same selection criteria that apply to purchased materials, as described in the Bishop Payne Library Collection Development Policy. Often gifts become a source for out-of-print or desiderata books and replacement or duplicate copies. Gift materials not selected for addition to the library’s collections may be exchanged, sold, supplied to other libraries, or otherwise dispersed. Proceeds from sales of library gifts are used for the benefit of the Bishop Payne Library.

The donor of materials will be provided with a letter documenting the number of items donated. The library cannot provide an itemized list of the materials. The Internal Revenue Service has regulations regarding non-cash gifts: for gifts under $500 in value, no separate form or appraisal is required; for gifts of $500-$5000 in value, IRS form 8283 must be filed; for gifts over $5000 in value, an appraisal is required along with form 8283. If an appraisal is needed, it is the donor’s responsibility to obtain the appraisal before the donation is made. Appraisal costs are normally borne by the donor and are deductible on income tax. Appraisals of gift collections are never provided by any member of the library staff by seminary policy. For more information, please consult a tax advisor or accountant.

Materials not accepted by Bishop Payne Library:
- Family Bibles
- Textbooks
- Reader’s Digest Condensed Books
- Any items with mildew, mold, water damage, or insect infestation

Editions of the Bible, Book of Common Prayer, and hymnals should be discussed with the Head Librarian in advance of the donation. Generally, only historically significant or rare editions of these items are accepted.