

Theodore Roosevelt Center Gift Policy

Thank you for your interest in donating to the Theodore Roosevelt Center at Dickinson State University. The collections at the Theodore Roosevelt Center are maintained for an audience of scholars, students, and a general audience with an interest in Theodore Roosevelt and those surrounding him.

The Theodore Roosevelt Center is pleased to accept donations of books and artifacts to add to the richness and diversity of the Center's collections. Acceptance of materials is made with the understanding that there are no limiting conditions or restrictions regarding the usage of the gifts. Once accepted, gift items become the property of Dickinson State University and may not be reclaimed by the donor. In the event that items pertaining to Theodore Roosevelt are not added to the collection (such as books of which we already have several copies), these items may be sold, with the proceeds used to purchase additional needed materials.

Donated items will be added to the Theodore Roosevelt Center's artifacts collections or Stoxen Library's materials collection when these are consistent with the teaching and research needs of the Center and of Dickinson State University. In accordance with American Library Association guidelines, the Library makes an effort, through its collection, to offer the widest possible viewpoints in its attempts to further the free exchange of ideas. Censorship will not be exercised in the selection of gift materials based upon religious, political, sexual, social, economic, scientific, or moral issues.

Items that are not deemed appropriate for the Theodore Roosevelt Center or library collections may be refused. Gifts that do not meet the collection criteria may include damaged items or duplicates of materials already owned.

If desired, an appropriate acknowledgment of all gifts added to the collections will be made on behalf of the University. No employee of Dickinson State University may offer collection appraisals, nor estimate the value of a gift. The Internal Revenue Service considers any employee of Dickinson State University an interested party, who, therefore, cannot appraise donations. Donors may wish to refer to the IRS Publication #561, *Determining the Value of Donated Property*. Donors will need to obtain an appraisal from a private source.

If you have questions about your collection and its appropriateness to the Theodore Roosevelt Center's goals, please contact us. If your materials are not appropriate for us to accept, we will do our best to help you discover an alternate repository that would best suit them.

If you have reviewed the Collection and Gift Policies and wish to make a donation, please contact the Theodore Roosevelt Center (701-483-2814 or dsu.trcenter@dickinsonstate.edu) to arrange a mutually convenient time to receive the materials and to discuss acknowledgement considerations.