Lancaster Bible College’s Charles & Gloria Jones Library
Book Donation Policy

Gifts of books and other items are accepted with the understanding that, upon receipt, Lancaster Bible College becomes the owner of the items. Library staff will select items for inclusion into the Library's collections based on their present and future value to our students, faculty, and staff, and on their condition. We reserve the right to handle items that are duplicates, or otherwise unsuited for the collection. This may be through sale to the college community. The Library will normally not accept restricted donations.

The Library requests that you exclude the following items from your donation:

- Books that are published for sole use as textbooks
- Damaged books (including books with evidence of water damage, insect damage, or mold)
- Single issues and back runs of journals and magazines
- Videocassettes
- Audio cassettes
- General encyclopedias (World Book, Britannica, etc.)
- Fiction published more than 5 years ago
- Curriculum published more than 5 years ago
- Items that contain excessive highlighting, underlining, or annotations
- Superseded or outdated editions
- Computer software
- Computer and software manuals
- Self-published books
- Condensed books
- Vinyl recordings
- Music CDs

Federal tax law generally allows individual donors who give non-cash gifts (gift-in-kind) to the College to claim a charitable contribution deduction for the fair market value of the gift. Donors are encouraged to consult legal, tax accounting, or other professional advisors about the current IRS regulations (www.irs.gov) governing non-cash charitable contributions. Lancaster Bible College is not permitted by the IRS to give donors an estimate of the value of gifts. Donors are responsible for meeting the appraisal requirements of the IRS for any contributions claimed.

Donors will be asked to fill out a Gift-in-Kind Deposit form which requests their name, address and phone number. Donors will receive a letter from the College’s Advancement Office acknowledging their donation and indicating the number and type of items donated.

If a donor has questions about their acknowledgement letter, they should be referred to Judy Minder, Gifts Processor at (717)-560-8200 x.5377.