



## Information for USC Libraries Donors

The USC Libraries welcome gifts of books and other materials that enhance our collections and support the instructional and research mission of the University of Southern California.

Gifts are accepted with the understanding that USC Libraries make all necessary decisions about their retention, location, cataloging treatment, and any other considerations relating to their use and disposition.

Gifts are acknowledged with a letter or postcard.

*Please note:* Once a gift enters our processing workflow, we can no longer accommodate an appraisal or provide a list of the items given. Therefore, if you wish to have your collection appraised or to create an itemized list in order to support a tax deduction, you must do so prior to making the donation.

### **Tax Issues**

All material gifts to the USC Libraries are considered non-cash charitable donations.

Certain provisions in Public Law 98-369 may apply to gifts.

The IRS requires that you, as the donor, have a qualified appraisal done and that you include IRS Form 8283 (an appraisal summary) with your donation if:

1. You plan to take an income tax deduction on this gift and its value exceeds \$5,000; or
2. You plan to take an income tax deduction on this gift and on other donations of similar property and the sum of the values exceeds \$5,000.

Currently, taxpayers must file IRS Form 8283, Noncash Charitable Contributions (Section A), if the fair market value of the donation exceeds \$500. If a deduction of more than \$5,000 is claimed for an item or a group of similar items donated, the taxpayer also must complete section B of the form and have an appraisal completed by a qualified appraiser.

As a donor, you should consult your tax advisor in all cases, as the tax rules regarding charitable donations are complex and subject to change.

For donations exceeding \$5,000 in value, IRS guidelines require that an independent qualified appraiser conduct an appraisal of the gift. According to IRS Publication 561 Determining the Value of Donated Property (see URL below), individuals **excluded** from appraising donations valued at \$5,000 or more are “the donor of the property, or the tax-payer who claims the deduction, and the donee of the property.” Consequently, the University of Southern California, under IRS regulations, cannot provide a qualified appraisal of gifts of this value. However, we have listed several resources below that can help you locate a qualified appraiser:

American Society of Appraisers [www.appraisers.org](http://www.appraisers.org)

Antiquarian Booksellers Association of America [www.abaa.org](http://www.abaa.org)

Appraisers Association of America [www.appraisersassoc.org](http://www.appraisersassoc.org)  
Society of American Archivists [www.archivists.org](http://www.archivists.org)

In addition to these national resources, the USC Libraries gifts liaison can supply a list of local qualified appraisers.

As a donor, you are responsible for arranging and paying for the appraisal fee, which may be tax deductible. Please consult your tax advisor for further information on tax deductions for gifts of printed or manuscript materials.

### **IRS Forms**

In addition to obtaining a qualified appraisal of your gift, you or your qualified appraiser must submit IRS Form 8283 to the USC Libraries. This form, Noncash Charitable Contributions Appraisal Summary, will be completed and signed by a representative of the USC Office of the Senior VP for Finance and returned to you to submit with your tax return.

Publication 526 - Charitable Contributions [www.irs.gov/pub/irs-pdf/p526.pdf](http://www.irs.gov/pub/irs-pdf/p526.pdf)

Publication 561 - Determining the Value of Donated Property [www.irs.gov/publications/p561/index.html](http://www.irs.gov/publications/p561/index.html)

Form 8283 - Noncash Charitable Contributions [www.irs.gov/pub/irs-pdf/f8283.pdf](http://www.irs.gov/pub/irs-pdf/f8283.pdf)

Instructions for Form 8283 [www.irs.gov/pub/irs-pdf/i8283.pdf](http://www.irs.gov/pub/irs-pdf/i8283.pdf)

Form 1040 Schedule A - Itemized Deductions [www.irs.gov/pub/irs-pdf/f1040sab.pdf](http://www.irs.gov/pub/irs-pdf/f1040sab.pdf)

Instructions for Form 1040 Schedule A - Itemized Deductions [www.irs.gov/pub/irs-pdf/i1040a.pdf](http://www.irs.gov/pub/irs-pdf/i1040a.pdf)

Finally, you should be aware that if the University of Southern California chooses to dispose of donated property valued at \$5,000 or more within two years from the date of the gift, it is required to file Form 8282 with the IRS, reporting the sale price of such property.