

Information for Donors

Information Services Division
University of Southern California

The Information Services Division (ISD) welcomes gifts of books and other materials that enhance the collections and support the instructional and research mission of the University.

Gifts are accepted with the understanding that ISD makes all necessary decisions as to their retention, location, cataloging treatment, and any other considerations relating to their use and disposition.

A letter from ISD is sent to acknowledge receipt of a gift.

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

Tax issues

All material gifts to the University of Southern California Libraries are considered noncash charitable donations.

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

IRS regulations require that you as a donor have a “qualified appraisal” made and provide with your donations an IRS Form 8283 (appraisal summary) if:

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

Currently, a taxpayer must file Form 8283, “Noncash Charitable Contributions,” (Section A) if the fair market value of the donation exceeds \$500. If a deduction of more than \$5000 is claimed for an item or a group of similar items donated, the taxpayer must also 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.

Qualified Appraisal

For donations that exceed \$5,000 in value, IRS guidelines require that a 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, there are several resources that can help you locate a professional appraiser:

American Society of Appraisers <<http://www.appraisers.org/>>

Appraisers Association of America <<http://www.appraisersassoc.org/>>

The Antiquarian Booksellers Association of America <<http://abaa.org/>>

Society of American Archivists <<http://www.archivists.org/>>

In addition to these national sources, Gift Records & Information can supply a list of three local qualified appraisers with Taxpayer Identification Numbers (TIN).

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 ISD. This form, “Noncash Charitable Contributions Appraisal Summary,” will be completed, signed by the Chief Financial Advisor of the University and returned to you to be submitted with your tax return.

Publication 526 - Charitable Contributions <<http://www.irs.gov/pub/irs-pdf/p526.pdf>>

Publication 561 - Determining the Value of Donated Property <<http://www.irs.gov/pub/irs-pdf/p561.pdf>>

Form 8283 - Noncash Charitable Contributions <<http://www.irs.gov/pub/irs-pdf/f8283.pdf>>

Form 8283 <<http://www.irs.gov/pub/irs-pdf/i8283.pdf>>

Form 1040 Schedule A - Itemized Deductions <<http://www.irs.gov/pub/irs-pdf/i1040a.pdf>>

Finally, you should be aware that if the University chooses to dispose of donated property within two years from the date of the gift, it is required to file Form 8282 with the IRS, reporting the sales price of such property.