GIFT POLICY

All gift materials offered to The Sage Colleges Archives & Special Collections must demonstrably support the mission of the Archives & Special Collections, The Sage Libraries, and The Sage Colleges. Prospective donors must contact the College Archivist prior to sending a gift donation, and will be asked to provide detailed information about the contents of the donation. The College Archivist reserves the right to decline any gift that does not constitute an appropriate addition to the existing collection.

All donated materials become property of The Sage Colleges Archives & Special Collections upon receipt. All gifts will be accompanied with a Deed of Gift Form and a Gift Donor Record Form. Legal restrictions prohibit the Archives & Special Collections from appraising or assessing the value of gifts for tax purposes. Any donor wishing to appraise or catalog the contents of a donation must do so before the materials are transferred to the repository. Once the gift has been transferred, appraisals will not be accommodated.