



National Society Daughters of the American Revolution
DAR Library — Acquisitions Office
 1776 D Street NW, Washington, DC 20006-5303
 (202) 879-3250

LIBRARY GIFT APPROVAL AND DONATION FORM

Complete **STEP 1** to request approval to donate a book, manuscript, map or microform. **Do not include the item (book, etc.) when requesting approval to donate materials. WE CANNOT ACCEPT DUPLICATE MATERIALS.** Please see the reverse side of this form for additional information on book donations and acceptable materials.

PLEASE TYPE OR PRINT LEGIBLY

S T E P 1	STEP 1 — Donor completes and sends to receive approval to donate from the DAR Library				
	Author (complete name):				
	Exact Title:				
	Publisher:		Value of Item: \$	Number of Pages or Rolls:	Year of Publication:
	Brief description of content:				
	Donor's Name and Contact Information:	Name:		Telephone: ()	
		Address:		E-mail:	
Chapter's Name and Code (Members only):					
Chapter Librarian's Name and Address (if known):					

S T E P 2	STEP 2 — DAR Library Staff completes	
	<input type="checkbox"/> Donation approved (Please go to Step 3) <input type="checkbox"/> Subject to Review	<input type="checkbox"/> Thank you for your offer; however, we are unable to accept it because: <input type="checkbox"/> we already own the item. <input type="checkbox"/> the item does not fall within our collecting guidelines. <input type="checkbox"/> Other _____

S T E P 3	STEP 3 — Complete and return with donated item <u>after</u> receiving approval	
	<p>To finish the donation process, complete this section <u>should you wish</u> to donate money for book binding or to designate an honoree or a memorial. Then return the entire form with the item being donated to the DAR Library, Acquisitions Office, 1776 D Street NW, Washington, DC 20006-5303.</p> <p>Are you including a donation for binding? If YES, the average for binding a book is \$10.00.</p> <p style="text-align: center;"><input type="checkbox"/> YES (Check payable to Treasurer General, NSDAR) <input type="checkbox"/> NO</p>	
	Honoree's Name and Address:	
Memorial for: (plus the name and address of anyone you wish to be notified of this memorial):		

GUIDELINES FOR DONATION OF MATERIALS

- Always obtain approval to donate a book or other materials before mailing it to the Library.
- Send all requests and correspondence to the Acquisitions Office of the DAR Library.
- Coordinate your donations with your State Librarian or State Library Committee Chairman.
- Books need not be indexed or hardbound for the Library to accept them.
- The Library accepts donations of \$10 per book for binding, but this is not required.
- Monetary donations toward book purchases are welcome. Be certain to notify the Acquisitions Office directly of all such contributions.
- Periodical donations (bi-monthly, monthly, quarterly, annually, etc.) must include all issues to equal one book.
- Book donations must contain 25 pages or more of acceptable subject matter to receive book credit.

TYPES OF DONATIONS THE LIBRARY NEEDS

Books, maps, microforms, manuscripts, charts and periodicals in the following subject areas are acceptable for donation:

- genealogy and family history
- state history, record abstracts, etc.
- records and histories of religious groups and denominations: church histories
- historical and genealogical periodicals, newsletters, journals, yearbooks, etc.
- Ethnic-American history and genealogy
- local history, record abstracts, etc.
- U.S. History, record abstracts, etc.
- histories of the Revolutionary War era
- biographies of major figures in U.S. history
- U.S. women's history
- Native American history and genealogy

PLEASE DO NOT SEND ITEMS IN THE FOLLOWING SUBJECT AREAS:

- ⊗ Poetry, literature, cookbooks, illustrated historical calendars, state or chapter yearbooks/directories, historical fiction, children's books.

DAR LIBRARY COLLECTION DEVELOPMENT AWARDS

The Librarian General presents awards to the state societies at Continental Congress. These awards are based on the largest number of items donated to the DAR Library (not local libraries) by the states. The states are grouped together in seven categories based on size of membership.

- CATEGORY 1:** Membership under 100: BR, JP, SP, IT, GR, AUS, BA, AUSTRAL and Overseas at Large
- CATEGORY 2:** 100–399 Members: MX, UK, CN, FR, ND, HI, AK, SD
- CATEGORY 3:** 400–699 Members: UT, WY, RI, MT, ID, VT, DE, NV
- CATEGORY 4:** 700–1,999 Members: NM, ME, NH, DC, MN, NE, WI, OR, WV
- CATEGORY 5:** 2,000–2,999 Members: IA, WA, MA, AZ, AR, CT, NJ, OK, KS, MD
- CATEGORY 6:** 3,000–5,799 Members: MI, CO, LA, MS, KY, AL, SC, IN, MO, TN
- CATEGORY 7:** Over 5,800 Members: OH, PA, NC, NY, GA, IL, FL, VA, CA, TX

- Donations will be counted for the fiscal year (March 1 thru February 28/29).
- Only materials given to the DAR Library in Washington, DC count in the totals. Items given to local libraries do not count in the totals for national-level donations.
- If a donor, chapter or state wishes to send money to buy an item or several items, the Library staff can select the material and acknowledge the donation to the State Librarian. We will try to select items from the donor's home state if possible. Donated items do not, however, have to be from the donor's home state.
- The totals for the awards will be based on the records maintained by the Acquisitions Office.
- State Librarians should contact the Acquisitions Office to verify donation totals well before the deadline for their state reports.
- Periodical subscriptions donated by members, chapters or states do count towards award credit. One year's subscription equals one book credit.
- Twenty-five pages or more equal one book credit.
- A roll of microfilm equals one microfilm credit.
- One sheet of microfiche equals one microfiche credit.
- One CD Rom equals one book credit.