



National Society Daughters of the American Revolution  
**DAR Library — Acquisitions Office**  
1776 D Street NW, Washington, DC 20006–5303  
Phone: (202) 879–3229 • E-mail: LibraryAcquisitions@dar.org

## LIBRARY GIFT APPROVAL AND DONATION FORM

Complete **STEP 1** to request approval to donate a book, 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. **Allow 4–6 weeks for processing.**

PLEASE TYPE OR PRINT LEGIBLY

<b>S T E P  1</b>	<b>S T E P 1 — Donor completes and sends to receive approval to donate from the DAR Library</b>			
	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:	Phone: (     )	
		Address:	E-mail:	
	Chapter's name and code (members only):			
Chapter librarian's name and address (if known):				

<b>S T E P  2</b>	<b>S T E P 2 — DAR Library staff completes</b>	
	<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 or is available online. <input type="checkbox"/> other _____

<b>S T E P  3</b>	<b>S T E P 3 — Complete and return with donated item <u>after</u> receiving approval</b>	
	To finish the donation process, complete this section should you wish 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.  Are you including a donation for binding? If YES, the average for binding a book is \$10.00.  <input type="checkbox"/> YES (Check payable to Treasurer General, NSDAR) <input type="checkbox"/> NO	
	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

- Donations should contribute to the genealogy and lineage research purpose of the Library collection.
- 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.
- 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.
- Periodicals (monthly, quarterly, annually, etc.) must include all issues of a volume to equal one book.
- Book donations must contain 25 pages or more of acceptable subject matter to receive book credit.
- The DAR Library cannot accept digital materials or e-books.
- The DAR Library is no longer accepting CD-ROMs, microfilm, or microfiche.
- Public domain books that are digitized and available online will not be accepted.

## TYPES OF DONATIONS THE LIBRARY NEEDS

Books and periodicals in the following subject areas are acceptable for donation:

- genealogy and family history
- state and local history, record abstracts, etc.
- records and histories of religious groups and denominations: church histories
- historical and genealogical periodicals, newsletters, journals, etc.
- history and genealogy of specific groups (*i.e.*, Irish-Americans, Huguenots)
- immigration history
- histories of the Revolutionary War era
- 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, fiction, children's books, textbooks, incomplete volumes of periodicals, conference proceedings, decorative arts books, CD-ROMs, microfilm, microfiche, or any books that are available in full on the internet.

## 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.

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

- Donations will be counted for the calendar year (January 1 through December 31).
- 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.
- 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.