Information for Donors to the USAF Academy Library Collections

The Importance of Library Gift Materials

United States Air Force Academy’s McDermott Library has been greatly enriched by thousands of gift items over the past 60 years. Gifts provide valuable resources for cadets, faculty, graduates, visiting scholars, and friends who depend on the Air Force Academy for teaching, study, and research. Gifts strengthen the library’s holdings, fill in missing issues of periodicals, replace lost or damaged books, and add extensive primary source research materials to the collections.

While the Library continues to welcome gifts of unique materials for our Special Collections, we typically cannot accept donations of large collections of commercially published books. Decreased storage space, reduced staffing, and increased electronic access to published materials all underscore the importance of scrutinizing proffered gifts for their importance to the Academy.

Special Gifts, Special Requests from Donors, and Financial Contributions

The Clark Special Collections Branch continues to accept and permanently preserve irreplaceable materials for use by cadets, military, and civilian researchers, including, personal papers, diaries, letters, manuscripts, photographs, memorabilia, and rare books. This repository keeps the Air Force legacy alive among cadets, faculty, visiting scholars and writers of airpower history. The McDermott Library also welcomes memorials, honorary gifts-in-kind, or monetary donations. Inquiries about these special gifts may directed to the Clark Special Collections Branch (HQ USAFA/DFLIB, 2354 Fairchild Dr, Ste 6A52, USAF Academy, CO 80840-6214, (719) 333-4674), the Friends of the Academy Library (P O Box 188; USAF Academy, CO 80840-0188), or the Academy’s Office of Gifts and Memorials (HQ USAFA/CMA, 2304 Cadet Dr, Ste 351, USAF Academy, CO 80840-5002, (719) 333-3833).

General Policy Information

The Library will accept selected published books for its general collection. Potential donors of books should provide the Library with a list of books for its review. The Library will select books that are judged especially significant for the library’s collections. However, the Library cannot accept non-selected books.

- The Library especially welcomes gifts of unique materials for its Special Collections, including personal papers, diaries, letters, manuscripts, photographs, memorabilia, and rare books. Potential donors should contact the Special Collections Branch or The Friends of the Academy Library, as indicated above.
- Donors receive a formal letter of acknowledgment, but not an inventory, from the Library (donors supply such a list with their donation). Letters of acknowledgment will be sent to the person or agency that shipped the gift to the library. That person is then responsible for disseminating the letter to secondary or third-party donors.
- In accordance with IRS regulations, the Academy will make no appraisal of the value of gifts but will, upon request, help the donor find an appropriate appraiser who would negotiate directly with and be paid by the donor. Written appraisals received with donations will be acknowledged in the gift receipt letter.
- Gifts are reported officially to the Library’s Office of Gifts and Memorials.
- All accepted donations become the sole property of the Air Force and are reviewed periodically as to the potential long-term value to the collection and to the usefulness in cadet and faculty study and research.
- The Library does not accept classified materials as gifts. Formerly classified materials must indicate that they have already been reviewed and declassified by appropriate government authorities.
- The donor passes all applicable rights to the donation to the Air Force including, but not limited to, the reproduction and dissemination of materials into various formats.
- Donations cannot be accepted for which the donor requests a return for any reason.
- There can be no stipulation that any donated materials will be retained as a discrete collection (manuscript collections and unit histories being the exceptions) or put on any public display.
- The Library reserves the right to determine the retention, location, cataloging treatment, and other considerations relating to the use or disposition of gifts. All gifts are kept in compliance with IRS regulations for gifts-in-kind.
- The donor is responsible for the costs of packing and shipping donated materials to the Academy.