Pensacola State College Library
Collection Development Policy

Drafted July 2015
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A. PURPOSE AND GOALS

B. OVERVIEW OF THE COLLEGE AND THE COMMUNITY

1. COLLEGE MISSION STATEMENT

Pensacola State College, under the governance of a local Board of Trustees, is one of 28 public colleges in the Florida College System committed to affordable, open access to educational opportunities. The College offers baccalaureate and associate degrees, career-oriented certificates, developmental education, adult education, GED preparation, and standard high school diplomas.

In addition, the College provides specialized business and industry training, recreation and leisure courses, and community outreach and services. Pensacola State College is dedicated to maximizing educational opportunities, through a variety of delivery methods that develop the academic, career, personal, and aesthetic capabilities of individuals for the benefit of themselves and the global community.

2. PENSACOLA COMMUNITY PROFILE

Greater Pensacola encompasses Escambia and Santa Rosa Counties and is the largest metropolitan area in the 18 counties of the Florida Panhandle. Located on the Gulf of Mexico just minutes from the Alabama state line, Pensacola is the county seat of Escambia County and Northwest Florida's regional administrative center. Pensacola is known as "The City of Five Flags," a reference to the area's nearly 500-year history as an economic, cultural, and administrative hub. The area is home to numerous military installations, including NAS Pensacola, NTTC Corry Station, and NAS Whiting Field. Pensacola is also an important educational center as the location of both Pensacola State College and the University of West Florida.

3. PENSACOLA STATE COLLEGE PROFILE

Pensacola State College has long served the post-secondary educational needs of students from Escambia and Santa Rosa Counties. Pensacola Junior College, as it was originally named, was established in 1948 and was the first public community college chartered by the State of Florida. Booker T. Washington Junior College was established in 1949 as the first black community college in Florida. In 1965, the two institutions merged as Pensacola Junior College until becoming Pensacola State College in 2010.

Today, Pensacola State College is a two-year lower division institution accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCC) to award associate degrees in more than 120 programs , as well as Bachelor of Science degrees in Nursing, Cybersecurity, and Business Administration and Supervision. Classes are offered in the traditional classroom, face-to-face format; completely online, or a hybrid of both.

PSC's healthcare programs are primarily housed on the Warrington Campus along with other general education programs.

PSC offers a wide range of vocational training and certificate programs, partnering with numerous area businesses and organizations (including WSRE, CareerSource Escarosa, and UWF) to meet the academic, technical, and vocational needs of the local workforce. Continuing education courses also play an important role in promoting community lifelong learning.

Pensacola State College works closely with the University of Florida to offer students the opportunity to earn a UF bachelor's degree in Natural Resources Conservation or in Plant Sciences without leaving PSC's Milton campus.

In 2014, PSC entered the PSC2UWF Student partnership to provide AA students a seamless transition from PSC to the University of West Florida. In 2015, PSC and UWF further partnered to ensure a smooth transition for PSC bachelor's degree students who seek post-graduate degrees at UWF.

C. PENSACOLA STATE COLLEGE LIBRARY PROFILE

1. LIBRARY MISSION STATEMENT

In support of the mission of Pensacola State College, the Library provides academic and social spaces to promote educational, vocational, cultural, technological, and lifelong learning opportunities for students, faculty, staff, and members of the community. By facilitating access to services and resources that support current and emerging trends in higher education, the Library is responsive to the needs of the College's learning community.

2. DESCRIPTION OF THE LIBRARY

The Pensacola State College Library provides resources and services that support the academic mission of the College and the personal enrichment of PSC students, faculty, staff, and members of the community. The library collection includes books in both print and electronic formats; local, regional, and national newspapers; magazines, trade publications, and scholarly journals; and DVDs. In addition access is provided electronically to a varied and extensive suite of research databases, e-books and e-videos. The Chadbourne Library on the Pensacola Campus houses a collection of documents associated with the history of Pensacola Junior College/Pensacola State College and Booker T. Washington Junior College.

3. LOCATIONS AND ACCESS POINTS

a. *Locations*
A full range of library services are available at the following locations:
- Edward M. Chadbourne Library (Pensacola Campus), Building 20, 1000 College Boulevard
- Milton Campus Library, Building 4100, 5988 Highway 90, Milton, FL
- Warrington Campus Library, Building 3500, 5555 W. Highway 98, Pensacola, FL

In addition, the Libraries offer limited services to students, faculty, and staff at the PSC South Santa Rosa Center, located at 5075 Gulf Breeze Parkway, Gulf Breeze, FL.

b. *Online Access*
The online library catalog and other electronic resources are accessible both on- and off-campus to current students, faculty and staff through the Library's web page.

4. LIBRARY CLIENTELE

PSC students, faculty, and staff make up the primary clientele of the Library. The College community is diverse in terms of age, gender, race, and ethnicity. Though most students fall in the 24 and under age group, PSC students range from dual-enrolled high school students to senior citizens. Approximately 30% of students represent racial and ethnic minority groups. Women make up 60% of the student body.

Current students, faculty and staff of any Florida public college or university are eligible to use selected resources through our statewide reciprocal borrowing agreement. Milton Campus clientele also includes the students, faculty, and staff of the University of Florida, its on-campus University partner.

As a community college, our clientele also includes members of the local community who can visit our library and borrow from our physical collection. Community users do not have access to our electronic resources.

5. INTELLECTUAL PROPERTY/COPYRIGHT COMPLIANCE

Pensacola State College adheres to all applicable intellectual property laws, including but not limited to federal copyright law. The Library supports the application of the 1976 Copyright Act, the 1998 Digital Millennium Copyright Act, and the 2002 TEACH Act in the provision of all services and promotes copyright compliance among its staff and users.

6. INTELLECTUAL FREEDOM

The Library endorses the American Library Association's Freedom to Read Statement; Library Bill of Rights; Intellectual Freedom Principles for Academic Libraries; Access to Digital Information, Services, and Networks; and the Policy on Confidentiality of Library Records.

The Library asserts its responsibility to provide a balanced collection of materials in support of curriculum and reflecting the needs of a socially and culturally diverse community of users.
No materials will be excluded from the collection because of the race, nationality, religion, gender, sexual orientation, political or social viewpoint, or controversial nature of either the author or the material. Selection of materials for the Library does not imply endorsement of the content or views expressed.

7. CHALLENGED MATERIALS

The Library does not add or withdraw, at the request of any individual or group, materials which have been chosen or excluded on the basis of the selection criteria contained in this policy. Any individual or group questioning the appropriateness of materials in the collection should complete a *Request for Reconsideration of Library Resources* form (Appendix 2) and submit it to the District Department Head of Libraries.

II. LIBRARY COLLECTIONS

A. RESPONSIBILITY STATEMENT

The District Department Head of Libraries has the final responsibility for the development and maintenance of all library collections. Academic Division Deans, Department Heads, and College Faculty are all encouraged to participate in the selection process.

1. FACULTY LIBRARIAN LIAISONS

The District Department Head of Libraries is an invited participant of the Curriculum Council and is involved when library materials are required for new courses and programs. Each Faculty Librarian

acts as a liaison between the library and academic and vocational departments and, in that role, coordinates and shares the responsibility for the selection of materials.

The role of the Faculty Liaison is to:

- Monitor the review literature in the liaison subject areas for possible purchases
- Distribute reviews, product descriptions, publisher announcements, and website information to the liaison's faculty
- Meet with the designated faculty – both individually and at departmental meetings – to solicit collection suggestions and to remain apprised of curriculum changes and developments
- Work with designated faculty to evaluate subject area resources
- Work with designated faculty during deselection of subject area resources

2. REQUESTS FOR NEW MATERIALS

The Library welcomes requests for new materials from students, college staff, and faculty. Request forms for new materials are available on the Library's website for submission from the Library web site. Purchases are dependent upon budget availability and adherence to the PSC Library Collection Development Policy.

B. BUDGET ALLOCATION

The Library has ultimate responsibility for its materials budget. It does not assign allocations to subject areas or academic departments. Therefore, as needs and demands shift, the Library is able to target the budgeted funds in the most efficient manner.

III. RESOURCE SHARING/CONSORTIA

Since the Library cannot collect all the material relevant to its users, cooperating with other libraries and groups to provide access to a greater range of resources is vital. The PSC Libraries participate in a number of consortial arrangements that allow greater purchasing power and access to resources than the Library can alone provide. These include agreements with the Florida College System and State University System Libraries, Florida Virtual Campus (FLVC), OCLC resource sharing groups, and the Panhandle Library Access Network (PLAN).

A. FLORIDA COLLEGE SYSTEM LIBRARIES

A reciprocal borrowing agreement exists among the 28 Florida College System Libraries. PSC students may request needed materials from any of the other libraries through the shared online catalog or check them out in person at any FCS library.

B. INTERLIBRARY LOAN

Interlibrary loan is a service whereby materials from one library are made available to another library for use by their patrons. In addition to the reciprocal borrowing agreement outlined above, the PSC Library participates in a worldwide interlibrary system. Materials not available at the PSC Library or through other libraries in the Florida College System may be requested from other libraries through the interlibrary loan service.

C. FLORIDA VIRTUAL CAMPUS (FLVC)

Florida public colleges and universities are provided access to a number of e-resources funded by the Florida Legislature and administered through the FLVC. Selection of these resources is the responsibility of the Member's Council on Library Services which includes representatives from all member institutions. In addition, FLVC represents Florida college libraries in brokering consortial pricing on selected e-resources.

IV. SELECTION PHILOSOPHY AND CRITERIA

Priority is given to acquiring materials written or produced on a level which supports the curriculum and programs of Pensacola State College. For faculty and other members of the college community whose scholarly or research needs are beyond the scope of the collection, the Library will help to identify, locate and borrow such materials through interlibrary loan.

A. GENERAL SELECTION CRITERIA

- Relevance to the curriculum and instructional programs of the college
- Relevance to instructional needs of the faculty
- Program accreditation requirements
- Contribution to breadth or depth of the existing collection
- Faculty recommendation
- Favorable reviews by experts in the field or other respected authorities
- Timeliness and permanence of material
- Authoritativeness and accuracy of material
- Reputation of author, director, publisher, producer
- Demand as indicated by circulation and usage
- Cost relative to budget and other available material
- Demand as indicated by requests from campus constituencies including interlibrary loan requests
- Physical and technical quality

B. ADDITIONAL CRITERIA FOR SPECIFIC TYPES OF RESOURCES

1. BOOKS

Books may be acquired in print or as eBooks. The emphasis is on new or current titles and latest available edition. Retrospective titles appropriate to the subject area may be acquired when need is demonstrated.

Hardbound editions are purchased when material is considered to have long-term value or is expected to have heavy use. Paperback editions are purchased if hardbound is unavailable or of a disproportionately high price, or if the subject matter is of a time-limited nature. Paperback editions may be pre-bound by the vendor or reinforced in-house when received to prolong usable life of the title.

2. SERIALS/PERIODICALS AND MICROFORMS

Periodicals are acquired by subscription in both print and electronically accessible formats. Electronic subscriptions are pursued when authentication is possible via LINCCWeb. Periodical subscriptions are evaluated and renewed on an annual basis; faculty input is sought regarding title additions or deletions. Periodicals are selected to provide access to information and research material in support of the curriculum, based on the following criteria:

- Relevance to the curriculum
- Core publication in a discipline taught at the college and not available electronically
- Recommended by faculty
- Cost
- Scope
- Audience level
- Coverage of a unique subject area
- Indexed in available resources

In addition, select periodicals are acquired for the purpose of providing general interest and recreational reading for the college community.

Newspapers are acquired on a highly selective basis with an emphasis on local and regional titles. Greater emphasis is placed on electronic access to newspapers through online subscription databases. A small back file of the newspapers is held.

Microform collections are no longer held.

3. AUDIOVISUALS

Audiovisual materials are purchased to support the curricular needs of the college and are acquired in both physical form – primarily DVD or CD – and electronically in streaming format. The selection criteria used in acquiring audiovisuals are:

- Format
- Faculty recommendation
- Technical quality
- Cost effectiveness
- Copyright/licensing
- Compatibility with available equipment
- Closed captioning
- Public performance rights available

Emphasis is placed on titles that will be used by faculty for instruction or in support of instruction. Popular and general interest items are also acquired.

4. ELECTRONIC RESOURCES

Electronic resources include individual electronic books, periodicals, audiovisual items, and online subscription databases. Electronic resources should be selected following the general selection criteria of the overall collection development policy as well as be aligned with the electronic resource selection guidelines of FLVC.

Content is the primary consideration for purchase but criteria unique to electronic resources should also be taken in account. Resources may not meet all criteria, but preference is given to those that meet the majority listed here:

a. *Cost*
   - In line with projected use
   - One-time purchase with annual fees vs. ongoing subscription
   - Possibility of consortia or group purchase
b. *Technical Considerations*
   - Reputable and reliable vendors
   - Demonstration or trial period offered prior to purchase
   - Efficient and timely technical support
   - Availability of usage statistics
   - Ability to be authenticated via FLVC's LINCCWeb platform
   - Networkability and compatibility with existing equipment
   - Compatibility across desktop and mobile platforms
   - Compatibility with course management software
   - Full-text availability in PDF and/or HTML

- Printing/downloading capabilities
  c. *Interface*
    - Intuitive with clear layout and design
    - User-friendly with user prompts and menus, help screens and/or tutorials
    - Complies with Americans with Disabilities Act regulations
  d. *Acceptable License Terms*
    - Access is authorized for all persons affiliated with the college, including students and staff, regardless of physical location
    - Remote access is allowed

5. WEB LINKS

Web resources are selected and provided as hyperlinks from the Subject and Course Research Guides accessible from the Library's website. Linked websites must meet the following criteria:

- Site is authoritative, credible, and non-commercial
- Site supports general reference and research needs
- Site is freely available and does not require membership fees
- Site is intuitive and easy to navigate
- Page is stable and does not move frequently or disappear

Web resources deemed to be stable, including government documents, may also be added to the library online catalog.

V. SPECIAL CONSIDERATIONS

A. REFERENCE

The reference collection is a non-circulating collection of general and specialized sources. Subject-specific encyclopedias, dictionaries, statistical compendia, almanacs, chronologies, etc. are purchased as funds allow. The Library is increasingly acquiring reference material in electronic format.

B. STANDING ORDERS

Standing orders may be placed for annual publications such as almanacs, yearbooks and series needed in the collection.

C. RESERVE MATERIALS

The Library holds a collection of materials placed on reserve by the PSC faculty; textbooks for this collection are primarily provided by faculty and departments.

D. TEXTBOOKS

The Library does not generally purchase textbooks.

E. STUDY GUIDES

Study guides for standardized tests will be purchased on a limited basis. The library attempts to acquire guides that are appropriate for the students and the curriculum. Recent editions of these guides may be placed in the Reserve collection.

F. FOREIGN LANGUAGE MATERIALS

Generally, only foreign language materials supporting the college's foreign language programs will be purchased for the collection.

G. GOVERNMENT PUBLICATIONS

The Library is not a local, state, or federal depository for government publications. Government publications are selected according to the same criteria as other materials.

H. DUPLICATE OR MULTIPLE COPIES

Multiple copies of heavily used materials may be acquired when needed. When the library acquires a new edition of a previously held title, the older edition is usually withdrawn though may be retained if it contains relevant material not included in the revision.

I. GIFTS

Gift materials are subject to the same criteria for addition to the collection as purchased materials. The Pensacola State College Foundation accepts gifts (with the accompanying donation forms [Appendix 3]) on behalf of the Library. The Library reserves the right to accept or reject gifts with or without restricting conditions and the right to dispose of unwanted items by sale, donation, or discard as appropriate. A letter to the donor acknowledging receipt of the gift can be provided upon request; no appraisal or valuation of the material will be provided.

VI. SPECIAL COLLECTIONS

A. LAW COLLECTION

The law collection is maintained at the Chadbourne Library on the Pensacola Campus. Selection is determined by the Program Coordinator of Paralegal Studies/Legal Assisting.

B. ZARAGOZA-GOODE ROOM COLLECTIONS

The Zaragoza-Goode Room, located in the Chadbourne Library on the Pensacola Campus, contains documents related to the history of Pensacola Junior College/Pensacola State College and Booker T. Washington Junior College.

C. LEISURE/RECREATIONAL MATERIAL COLLECTION

The library subscribes to a service which provides popular fiction, non-fiction and best-sellers in order to meet the recreational and leisure needs of the college community. If items are heavily used and meet collection guidelines, leisure titles may be added to the permanent collection. Participation in this plan is dependent on the overall funding for materials, with priority given to materials supporting the curriculum.

VII. COLLECTION MAINTENANCE

Collection maintenance includes deselection, replacement, and preservation of library materials. Faculty library liaisons consult with their respective academic departments and subject area faculty in the collection maintenance process.

A. DESELECTION

Deselection of library materials – the process of removing items from the collection – is essential for the maintenance of a current, academically useful and curriculum-responsive college collection. This process allows for the ongoing evaluation of books and other library materials and ensures that obsolete and under-utilized materials are removed from the collection.

1. GENERAL DESELECTION CRITERIA

- **Availability of updated materials:** superseded editions not containing unique information, data, or providing a historical reference not available in the new edition
- **Usage:** materials not circulated within a reasonable time period (5-10 years) based on subject and scope of the work, except for items considered classics in the field, a title in a standard list, or if the author has a reputation for being an authority on the topic

- **Accreditation:** materials which no longer meet accreditation requirements (i.e. Nursing typically requires items 5 years and older to be withdrawn)
- **Curriculum/Programs:** materials no longer relevant to the curriculum and programs of the college or level of treatment of the subject not appropriate for the college constituency
- **Obsolescence:** materials contain outdated or inaccurate information or the media format is obsolete
- **Physical condition:** materials worn or damaged beyond repair

2. SERIALS DESELECTION CRITERIA

- Title ceased publication
- Subscription cost increase
- Incomplete and short runs no longer received and/or no longer needed to support the curriculum
- Titles contain information that is not useful long-term
- Titles currently available in other formats, especially full-text through licensed commercial, fee-based resources and databases

3. ELECTRONIC RESOURCES DESELECTION CRITERIA

- Resource no longer supports PSC's curriculum and research needs
- Resource duplicates or significantly overlaps material in a more comprehensive resource
- Information is available in a superior or more suitable resource
- Resource is no longer available or maintained
- Usage statistics indicate a low level of interest
- Usage does not justify the cost
- Budget reductions require cancellation of products

B. REPLACEMENTS

Materials that are missing, lost, or withdrawn are not automatically replaced. Potential replacements are evaluated and the replacement decision is made according to these criteria:

- Item still meets the Library's selection criteria
- Item is still is in print and available at reasonable cost
- Usage statistics justify replacement
- Item is important to the collection – i.e. a classic title, a key author in the subject area, and/or on a class reading list

Consideration should be given to replacing titles, particularly reference titles, with electronic resources to allow for the greatest accessibility by the greatest number of users both on and off campus.

C. PRESERVATION

Preservation is the activity to prevent or slow deterioration of library materials, to improve their condition or, as necessary, to change their format in order to preserve the intellectual content.

Book repair is provided for damaged materials when the item is determined to still be relevant to the collection. Binding is used to preserve periodicals and other materials as needed.

VIII.   POLICY REVISION

This policy will be reviewed periodically and revised as needed to reflect changes in the curriculum and programs of the college, the needs of the Library's user community, and relevant information technology advances.

APPENDIX 1. GUIDELINE FOR RECONSIDERATION OF LIBRARY RESOURCES

I. INTELLECTUAL FREEDOM GUIDELINE

Intellectual freedom is essential for development of library collections and services offering diverse perspectives to meet the educational and research needs of the Pensacola State College (PSC) academic community. The PSC Library endorses the intellectual freedom guidelines expressed in the American Library Association's Library Bill of Rights and the Intellectual Freedom Principles for Academic Libraries as adopted by the Association of College and Research Libraries. These documents provide the basis for the principles listed below.

1. The Library acquires materials in support of PSC instructional programs reflecting a wide variety of viewpoints on subjects that may be considered controversial. Material will not be excluded from the collection because of the political, moral, religious, sexual, social, economic, or scientific views expressed. Materials are selected for the collection in accordance with Section IV (*Selection Philosophy and Criteria*) of the Pensacola State College Library Collection Development Policy.

2. The Library's preservation and replacement efforts will attempt to ensure that balance in library materials is maintained and controversial materials are not removed from the collections through theft, loss, mutilation, or wear.

3. To further research and learning through exposure to the broadest possible range of ideas and information, the Library offers open and unfiltered Internet access in compliance with the PSC Acceptable Use Policy.

4. The Library affords equal access to information with no discrimination on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, disability, sexual orientation, or genetic information in its educational programs, activities, or employment.

5. The Library has an established procedure to ensure due process for requests for removal or addition of library resources. The Library will not remove challenged material until a formal review mandates such action.

II. PROCEDURE FOR RECONSIDERATION OF LIBRARY RESOURCES

1. Individuals or organizations who challenge materials must obtain a copy of the Library's *Guideline for Reconsideration of Library Resources* and must complete the *Request for Reconsideration of Library Resources* form (Appendix 2.) Copies of both documents are available at all library public service desks. Completed forms must be sent to the District Department Head of Libraries. **No formal review will be initiated without this written request.**

2. Upon receipt of a written request for reconsideration, the Library Department Head will chair an ad hoc review committee. This committee will be composed of the subject liaison, a member of the standing Library Committee, a currently enrolled PSC student, and at least one faculty member from an academic program related to the subject of the material. If the appropriate subject liaison is not available within the 30-day period, another librarian on staff may serve at the discretion of the Chair. If the material to be reviewed is highly interdisciplinary in nature, additional representatives may be sought at the discretion of the Chair.

3. The committee will meet to review the material for relevancy based on the Collection Development Policy and Intellectual Freedom Guideline and make a recommendation within 30 working days of receipt of the *Request for Consideration* form. Days that classes are not in session will not be considered working days.

4. Within 10 working days of the committee's decision, the Library Department Head will send a written response by certified mail to the individual who submitted the request for reconsideration. Appeals must be submitted in writing within 14 days of receipt of the Library's response. The Library Department Head and Vice President of Student Affairs will consider any appeals to the final decision of the ad hoc committee.

5. Copies of the response will be forwarded to the Dean of Support Services, the Vice President of Student Affairs, and the Vice President of Academic Affairs. The Library Department Head will also submit a completed form detailing the challenged material to the ALA Office for Intellectual Freedom for inclusion in their confidential database on challenged materials. The Library Department Head will keep records of all requests for reconsideration. In cases where the decision is to retain the challenged item, a note will be added to the item record in the Library's automated system indicating the date of review.

6. Items that have been challenged may not be challenged again within a three-year period, but may be withdrawn in accordance with Section VII (*Collection Maintenance*) of the Pensacola State College Library Collection Development Policy.

Drafted June 16, 2015

Pensacola State College has delegated the responsibility for selection and evaluation of library resources to the District Department Head of Libraries with support from the college librarians, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to:

District Department Head of Libraries
Edward M. Chadbourne Library
Pensacola State College
1000 College Boulevard, Bldg. 20
Pensacola, FL 32504

After your form has been received, the District Department Head will call a meeting of the Collection Development Committee. All members will review your submission, review the item in question, and make a decision. You will receive notification of the Committee's decision within 30 business days.
Incomplete forms will not be considered.

Name

_____

Date

_____

Address

_____

City _____ State _____ Zip _____

Phone _____ Email

_____

Do you represent self? _____ Organization? _____ Name of Organization_____

Resource   on   which   you   are   commenting:
_____ Book   _____ Audiovisual   _____ Periodical   _____ Electronic Resource

_____ Library Program   _____ Display   _____   Other   _____

Title   _____

Author/Producer _____

(Form continues on next page)

What brought this resource to your attention?

Have you read/watched the entire resource?

What concerns you about the resource? (use additional pages if necessary)

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Drafted: June 2, 2015
Adopted: TBD

(Adapted from *Sample Request for Reconsideration of Library Resources*, American Library
Association <u>Intellectual Freedom Committee</u>, June 27, 1995.)

APPENDIX 3. (PROPOSED) LIBRARY GIFT ACCEPTANCE POLICY

Pensacola State College (PSC) Library welcomes gifts that enhance its ability to support the college's teaching and learning goals.

Gifts of materials are accepted with the understanding that they are given outright and without restriction. The PSC Library becomes the sole owner of donated materials and will retain or dispose of materials in the manner most beneficial to the library. Items which cannot be added to the collection will not be returned to the donor.

All decisions to retain or dispose of materials are based upon meeting the demands, present and anticipated, of PSC's instructional programs. Therefore, gift materials are subject to the same criteria used by the library when purchasing new materials. These criteria are outlined in depth in the Pensacola State College Library Collection Development Policy.

According to U.S. tax regulations, the PSC Library, as the recipient, may not appraise gifts for tax purposes.

For more information on gifts and bequests to the college, please contact:

<div align="center">

Pensacola State College Foundation
1000 College Boulevard, Building 17
Pensacola, Florida 32504
850-484-1560
foundation@pensacolastate.edu

</div>

Donor: _____

Address: _____

City, State,Zip Code: _____

Materials donated:

Date: _____   Received by:_____

IN-KIND DONATION

I/we would like to donate the following items(s) to the Pensacola State College Foundation. (Please write complete description).

_____

_____

_____

ESTIMATE TOTAL VALUE: _____
PLEASE NOTE: If value exceeds $5,000, the donor must attach a qualified appraisal, tax form 8283. (The donor's organization is not a qualified appraiser for valuing the donation.)

**Area/Program/Department to receive donation: _____

**Department Head/Manager Signature: _____

Please complete the following information:

Name: _____

Company/Organization: _____

Address: _____

City/State/Zip: _____

Phone Number:_____

Donor Signature: _____ Date: _____

Pensacola State Foundation Contact Signature: _____

Please return this form to:
Pensacola State College Foundation   *QUESTIONS? Please call (850) 484-1560*
1000 College Boulevard, Bldg. 17   *Fax Number (850) 484-1559*
Pensacola, FL 32504

**THANK YOU FOR YOUR DONATION TO THE
PENSACOLA STATE COLLEGE FOUNDATION!**