

Policy on library material donations

The U. Grant Miller Library is pleased to accept donations from patrons. Books and other items are gratefully and willingly accepted as long as no restrictions are placed upon their use. The library maintains the right to decide whether or not any donation is to be added to the collection, sold, or discarded.

It should be made clear to the donor that:

- a. The Library is not obligated to retain any books or other materials that fail to meet its criteria for selection.
- b. The Library has the right to discard at anytime donations in poor physical condition (e.g., brittle paper, water or mildew damage, underlining in the text, torn and/or missing pages.)
- c. The Library has the right to discard at anytime donations which duplicate materials already in the collection that are not needed for replacement or duplicate copies.
- d. The Library is not obligated to retain back issues of gift periodical subscriptions that are of limited interest or are not indexed.
- e. The Library has the right to determine the suitability of the materials for inclusion in the reference, archives, or circulating collections and those materials which are useful to the library collection will be retained and other items disposed of in whatever manner the library deems best.
- f. The Library will determine the classification, housing, and circulation policies of all donations as it does with purchased items.
- g. The Library does not appraise donations or provide evaluations of donations for tax deductions or other purposes, nor does it fill out tax forms on donor's behalf, but will acknowledge receipt of gifts in writing if requested by the donor. (See attached letter of acknowledgement.)

Suggestions of specific titles or subjects are welcomed when memorial donations are given.

The Library reserves the right to integrate gifts into the general collection, as they cannot be given special housing, but an appropriate book plate will be placed in each gift if requested by the donor.

Materials written or produced by local authors must meet the general selection standards for inclusion in the library collection. No materials will be automatically added to the collection.

Materials generally unsuitable as gifts include:

- a. Most textbooks except in those areas where the titles represent the main body of knowledge or best available sources of information.
- b. Most complimentary desk copies or publisher's samples.
- c. Older editions of titles already owned by the Library, unless the earlier edition contains different information or is deemed intrinsically valuable.
- d. Marked-up or dilapidated copies.
- e. Monographs that are badly soiled and stained.
- f. Consumable materials including workbooks and instructional supplies.
- g. Most ephemera.
- h. Outdated titles containing erroneous or misleading information, particularly in the science, social science and business disciplines.
- i. Mundane gifts which might result from a spring housecleaning, such as *Reader's Digest Condensed Books*.
- j. Broken and defective sets of periodicals, unless the acquisition would complete an existing run.

**Donation To
U. Grant Miller Library
Washington & Jefferson College**

The U. Grant Miller Library, Washington & Jefferson College, gratefully acknowledges receipt from:

Donor Name _____

Address _____

Telephone _____

The following items:

Date

Signature of Donor

The library welcomes gifts but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the institution. Such material may be added to the collection provided it meets the standards of selection. Gifts are accepted unconditionally, and once given to the library they cannot be returned to the donor.

Although the library acknowledges gifts for tax purposes, it is prohibited by law from assigning value to the gifts.

Received by: _____

Librarian's Signature

U. Grant Miller Library
Washington & Jefferson College
60 South Lincoln Street
Washington, PA 15301