

6-3-2014

Gifts of materials for addition to the library collections (June 2014) : NPML Guideline--014

Nelson Poynter Memorial Library.

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Nelson Poynter Memorial Library., "Gifts of materials for addition to the library collections (June 2014) : NPML Guideline--014" (2014). *Library Guidelines*. 7.
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Subject: *Gifts of materials for addition to the library collections*

Functional Area: *Collection Development & Technical Services*

Date of Origin: 2014-05-12 **Date Last Reviewed:** 2014-06-03

I. INTRODUCTION (Purpose and Intent)

The Nelson Poynter Memorial Library appreciates unrestricted donations of materials that support the teaching and research needs of the University. Due to space limits and staff shortages only relevant materials can be accepted. Appropriate gifts enhance library collections or can be used to replace missing, damaged or outdated copies. These may include books, manuscripts, photographs, archival collections, and media in areas relevant to the University's mission and academic programs.

II. STATEMENT OF POLICY

The library reserves the right to refuse donations. Before considering whether to accept a donation, the Library requires that donors first consult with the Head of Collection and Technical Services (see staff list at <http://lib.usfsp.edu/people/>). In the case of general donations of published materials, the Library requires the donor to provide a list of book titles (sent as an email attachment) as part of the consultation and review. The following criteria apply to the materials that *will not be accepted* by the Library:

- Duplicate copies of materials the library owns, except in special cases
- Non-academic materials
- Dated and superseded materials
- Trade paperbacks
- Magazines and journals
- Subjects which are out of scope of the library's mission or the university's curricula
- Textbooks, except for new editions, approved by faculty, in selected disciplines
- General encyclopedias
- Materials freely available online, such as many U.S. government publications
- Legal materials that require annual updates
- Instructor copies, galley proofs and review copies
- Outdated formats, such as videotapes and cassette tapes
- Deteriorated, brittle and damaged materials
- Material that contains highlighting, underlining, or annotations
- Books with damage from water, mold, mildew or insects; or with a musty odor

III. INFORMATION FOR DONORS

- Under current tax laws, the Library cannot provide appraisals for its donors. Although we are unable to assign value to items donated to us, accepted donations will be reviewed for possible addition to our collection. To claim a charitable deduction for such a contribution, the donor must either estimate the value of the gift or have the books appraised by a qualified appraiser. Donors may wish to consult a tax professional or the U.S. Internal Revenue Service for more information regarding charitable contributions.
- Upon request, the library will provide a letter acknowledging approved donations of materials.

Authorized by:

**Dean of Library
Library Leadership Team**