

Voices and Choices Center Archives (Pre-2008)

Not necessarily reflective of current Rohrbach Library policies

ROHRBACH LIBRARY POLICIES AND PROCEDURES

Title: Gift Books Acceptance

Rohrbach Library welcomes gifts of books, periodicals, and other library materials donated to support the University curriculum.

Policy:

1. Gifts accepted for the collection conform to the library's collection development policies.
2. Scholarly books in good condition without underlining or notes in the margin are acceptable items for consideration. Scholarly paperbacks are acceptable if the margins are wide, the paper good, and the binding strong.
3. Fiction of distinguished or local authors—particularly sets.
4. Especially desirable are very old books in good condition, especially those reflecting the cultural heritage of the area.
5. General and thematic maps, historic or recent, in good condition. Classroom wall maps are not acceptable.
6. Textbooks and laboratory manuals as a rule are not desirable.
7. Unless written agreement to the contrary exists, all materials received by the Library become the Library's property, and will be used at the discretion of the Library. Specifically, this means that items not required for the collections because of duplication or other reason may be placed with other libraries, sold for funds to be used to purchase other library materials, or otherwise disposed of as the Library deems appropriate.
8. No statement of value will be given for gift materials. The donor should use an independent appraiser for materials of substantial worth or make their own evaluation for tax purposes.
9. Certain gifts, such as archival materials, special collections, and personal papers may require special arrangements as to their handling by the Library. Depending on the significance and value of the gift, this may require a document written by the University attorney to ensure for all parties that the gift is handled in accordance with the wishes of the donor and the capacities and resources of the Library.
10. It is expected that as few limitations as possible will be placed on gifts. This permits the Library to use its best judgment as a proper disposition of the gift without burdening anyone with undue restrictions or expense. Any specific exceptions to this general practice which are believed necessary to ensure proper disposition of a gift should be precisely stipulated.

Procedures:

1. Donors are expected to contribute gift materials to the Kutztown University Foundation, a not-for-profit foundation supporting the goals and objectives of Kutztown University of Pennsylvania.
2. The Foundation in turn will direct the materials to the library for disposition.
3. Potential donors of library materials are asked to fill in a form provided by the library listing the author, title, publisher, publication date, and condition of the material.
4. Only the Dean of Library Services, the Collection Development Librarian or a designated representative is authorized to accept gift materials from a donor.

Department: Voices & Choices Center

Contact Person: Sandra D. Allen

Date: Revised September 2004

Dean of Library Services

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