



# Benedictine University Library

## **Benedictine University Library Gift and Donation Policy Drafted September 2022**

The Benedictine University Library (the “Library”) accepts gifts with the understanding that they will be reviewed for their appropriateness to the collection and added only if they complete gaps in the collection.

### Guidelines

- The library will accept scholarly monographs in excellent condition published within the past ten years.
- The library will accept textbook donations in good condition if the titles are a part of a current course adoption.
- The library will accept children’s and young adult literature published within the past ten years.
- The library will accept board games in excellent condition as long as the directions and all pieces are included.
- Print titles with visible mold, written markings or highlighting, water damage, broken spines, etc. are not accepted.
- The library will not accept periodical issues, travel guides, coffee table books, or popular works.
- The library will not accept audiobooks, cassette tapes, computer discs, VHS tapes, DVDs, CD-ROMs, or any other obsolete format.
- Any material that bears the ownership marking of another institution and does not have any indication of having been withdrawn from that institution’s collection will not be accepted.
- Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with the copyright law (Title 17, US Code) and its prevailing interpretations are provided.

### Additionally,

1. All gifts must be irrevocable and final. By the act of donation, the donor permanently relinquishes all rights to ownership and disposition.
2. The library reserves the right to dispose of gifts to its best advantage. This may include:
  - a. retention in the library,

- b. transfer to other departments of Benedictine University (the “University”),
  - c. donation to other local, national and international institutions or organizations,
  - d. exchange with other institutions, organizations or vendors of library materials or equipment,
  - e. sale, the proceeds of which will purchase materials for library use,
  - f. discard, if the gift has no use, sale or exchange value.
3. In accordance with the donor’s request, appropriate recognition will be given to gifts retained in the library by affixing book plates, labels, or plaques to gifts showing the donor’s name, and if applicable, the name of the person in whose honor or memory the gift was made.
4. The library will not set aside a special location for gift materials or affix labels, signs, or plaques to physical facilities indicating the presence of these materials. The library will not accept restrictions on usage of the materials which are contrary to general library policy.
5. The library cannot appraise gift materials for tax purposes. The library may assist the donor in finding a qualified appraiser. All expenses incurred in obtaining an appraisal must be borne by the donor.
6. All gifts and donations will be acknowledged in writing by the University Librarian.