Title: Materials Donation Policy

Division/Department: Lenoir-Rhyne University Libraries, Rudisill Library

Related Policy(ies): Materials Donation Form

Purpose
To establish guidelines for the acceptance, receipt, acknowledgement and processing of donated materials.

Policy
(enhanced by language from http://library.uncsa.edu/home/policies/gifts-to-the-library)

Rudisill Library may accept small donations of printed or archival materials that strengthen established or defined collections, are in good condition, and will support the mission of Lenoir-Rhyne University. It only accepts such donations with the stipulation that the library can use and/or dispose of the materials according to the library's needs and its collection development policy.

The library accepts gifts of material for the collection under these conditions:
1. The Dean of University Library Services, in coordination with the Acquisitions Librarian, will determine the acceptance or rejection of any donation.

2. Donated materials become the property of Lenoir-Rhyne University.

3. Sizable donations must be coordinated with the Office of Institutional Advancement before the library can agree to accept them.

Printed Materials
1. Materials accepted are generally those that the library would select for purchase if funding were available, given the current shelving capacity of the library facilities.

2. The library staff is responsible for determining the most appropriate use of the donated material, where it will be shelved or located, and how it will be cataloged, processed, and circulated.

3. Material which does not fit the collection development criteria of the library will be offered to other libraries or charitable organizations, sold, or discarded. (These criteria include scope of subject, academic level, physical condition, age and non-duplication of content.)

4. The library’s acceptance of a multiple-item gift collection is not a guarantee that all items in that collection will be added to the library.

5. Multiple-items donations will not be shelved or stored as a separate, "named", library collection. Instead, the items will be separated for placement into appropriate library collection areas. Individual items may also be removed from a multiple-item gift collection and disposed of as outlined above.

Audio/Video Materials
Rudisill Library cannot use, and will not accept, audio-visual materials requiring outdated technology, such as reel-to-reel or audiocassette tapes, vinyl records, or videocassettes.
Archival Materials
1. Lenoir-Rhyne University will send donors an acknowledgment letter, which they may use to document the gift as a non-cash charitable tax deduction.

1. The library may accept donation of archival material, but only if it is of value to the history of Lenoir-Rheine University and does not duplicate items in its Archives and Special Collections.

2. The library does not collect primary source materials such as original manuscripts, letters, diaries, photographs, or original recordings unless they refer specifically to the history of Lenoir-Rhyne University.

3. Because the library does not have the facilities to catalog or preserve such materials, it cannot accept material that requires special handling or preservation.

Rudisill Library Staff Responsibility
1. Lenoir-Rhyne University will send donors an acknowledgment letter, which they may use to document the gift as a non-cash charitable tax deduction.

1. Rudisill Library staff members will follow the specific procedures established for handling donations: conversations with potential donors, and receipt, acknowledgement, and processing of the gift.

2. Only the Dean of University Library Services can make exceptions to the established procedures for accepting donations.

Donor Responsibility and Appraisals
1. Lenoir-Rhyne University's Office of Institutional Advancement, upon notification by the library, will send donors an acknowledgment letter, which they may use to document the gift as a non-cash charitable tax deduction.

2. It is the donor's responsibility to provide an inventory of the gift as well as an estimate of its value. This is best established through the services of an independent appraiser. The donor is also responsible for the appraisal fee. The library staff, as parties of interest, cannot provide an appraisal.

3. Donors who wish to claim a charitable deduction for a gift must themselves establish its fair market value.

Procedure Required to Implement Policy
1. The staff member contacted about the gift contacts the Acquisition Librarian, who determines the following:
   a. The amount, condition, and nature of the materials (type, number, age, subject).
   b. The relationship of the potential donor to the University.
   c. The potential donor's expectation for the treatment of the donation.

2. The Acquisition Librarian explains Rudisill Library's policy on acceptance of donations and donor obligations.

3. If the donor is receptive to the policy and the donation amount is small, the Acquisition Librarian makes arrangements for receipt of the donation.
Materials Donation Policy

4. Upon receipt, the Acquisition Librarian or designee completes the Gift Form and has the donor complete contact information, and sign.
5. The Acquisition Librarian reviews the donation, sends to cataloging items to keep, and arranges disposition of the remaining items.

For "routine" gifts, such as one or two books from a faculty member, the Acquisition Librarian can simply accept the items without sending an acknowledgement letter.

**Name and Title of Policy Author**
Rita Dursi Johnson, Dean of University Library Services

**Listing of Affected Individuals (as needed)**
- Acquisitions Librarian
- Office of Institutional Advancement

**Reviewed by/Concurrence from**
Larry M. Hall, University Provost

**Signature of the Individual Approving the Policy**

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**Developed/Revised** March 2016