



GIFTS AND DONATION POLICY

The Louis M. Detro Memorial Library welcomes gifts of books and other library materials suitable to an academic library. The following guidelines for gifts of materials to the Library have been developed to acquaint the potential donor with the policies of the Library in accepting gifts and the appraisal of gifts of library materials.

General Guidelines

The Library welcomes in-kind donations (books, audio/visuals, etc.) in good condition that fall within the scope of its collection and support its mission. A copy of the Library's Collection Development Policy can be obtained from the Director of Library services to understand what kinds of materials the Library collects.

The Library understands all gifts to be unrestricted, and gift items are reviewed in accordance with the current policies for collection development. Gift items that are determined to be duplicate copies, outside the scope of our collection, or not fitting within the Library's Collection Development Policy may be sold, donated, exchanged, or discarded.

Consistent with federal law and to protect the interest of both donors and the institution, the staff members of the Library will not appraise gifts. Arrangements and costs for appraisals are the responsibility of the donor.

Donor _____

Address _____

Gifts and Donations Given _____

I have read and agreed with the above policy for gifts and donations to the Louis M. Detro Memorial Library.

Donor's Signature _____ Date _____

Library Staff Signature _____ Date _____