**Gift Policy**

Thank you for considering donating materials to Nazareth University. Donations of books and materials deemed appropriate for our collections and that support the scholarship of Nazareth University are accepted at the discretion of the Scholarly Communications Librarian.

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Protocol for Donating Library Materials

The donor permanently relinquishes all rights to ownership and disposition, and the gifts become the property of Nazareth University. Therefore, the library may appropriately exchange, sell, or dispose of those items that cannot be added to the collection, or, at a later time, need to be removed from the collection.

In accordance with the donor's request, appropriate recognition will be given to gifts retained in the library by affixing gift plates. The library will not set aside a special location for a particular gift of library materials separate from other materials on the same subject or format unless done through a special arrangement overseen by the Library Director. The library will not accept restrictions on usage of the materials which are contrary to general library policy.

Upon request, a letter of acknowledgement from the Library Director stating the total number of items donated will be sent. Appraisal of gifts for tax purposes is the responsibility of the donor.

The needs of academic libraries are both varied and specific. Please be aware that these needs exclude some of the items people often wish to donate and may be better utilized elsewhere.

* Please include a Donor Gift Form with your donation (reverse side).
* Please arrange for donations to be delivered to the Library Information Desk.
* All materials should be of value to Nazareth University research community or should complement the curriculum.
* Damaged items (including those with mold, water damage, significant tears, markings and with unpleasant odors) will not be accepted.
* Any materials that bear the ownership marks of other institutions will not be accepted.
* Student workbooks or textbooks with underlining and highlighting will not be accepted.
* Obsolete media formats (vinyl records, audiocassettes, VHS tapes, etc.) will not be accepted.
* Preview copies and promotional copies of videos will not be accepted.

Questions? Contact Jennifer Burr, Scholarly Communications Librarian at 585-389-2133.