

Gift Policy

Thank you for considering donating materials to Nazareth University. Donations of books and materials that align with our Collection Development Policy and that support the scholarship of Nazareth University are **accepted at the discretion** of the Scholarly Communications Librarian.

Protocol for Donating Library Materials

The library is unable to accept most donations of books and other material, including personal or departmental libraries. This policy is due to library space constraints and the costs associated with sorting, reviewing and processing donated material. In general the library does not accept:

- Damaged items (including those with mold, water damage, significant tears, markings and with unpleasant odors; workbooks or textbooks with underlining and highlighting)
- Materials that are not of relevance to the Nazareth University research community and curriculum, including out-of-date materials
- Any materials that bear the ownership marks of other institutions
- Obsolete media formats (vinyl records, audiocassettes, VHS tapes, etc.)
- Items dropped off without prior approval

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.

To inquire about a donation, review the Donor Gift Form and contact Jennifer Burr, Scholarly Communications Librarian, at 585-389-2133 or jburr0@naz.edu.

LORETTE WILMOT LIBRARY

585-389-2129

library@naz.edu