

EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/Warner Memorial library	
SUBJECT: Gift Policy	Page 1 of 2
Policy Number:	Supersedes:
Effective Date: December 1, 2021	Previously Issued: June 2021

Eastern University Libraries welcome gifts of library materials—these may include materials that fill existing gaps in our collection and support the curriculum. Donations of library materials to the Warner Library are made directly to the library. The library director receives the gifts, oversees their disposition, and provides donation records. Donated materials are evaluated using the standards of our Collection Development Policy. The authority to accept gifts rests with the Library Director.

Books

All books receive careful consideration. Materials appropriate to be added to the library’s collection include recently published books in subjects collected by the library. Items that fall outside of the library’s collection subject areas, outdated textbooks and computer books, duplicate copies of low use items, materials in poor condition and similar items will not be accepted.

Other gifts Items

The library does not accept magazines, audio-visual materials and can determine whether or not to accept other types of material donations.

Upon receipt, all gifts become the property of the library. The Library reserves all rights to determine addition to the collection or the disposal. Items not added to the collection may be given to other libraries, sold to raise money to purchase other items or given away free. Persons donating materials to the Warner Memorial Library will sign a release/acceptance letter at the time of donation. Warner Memorial Library does not appraise gifts for tax purposes.

Interested donors are requested to contact the library director, to submit a list of the item(s) to be donated (including relevant information such as: author, title, publisher, edition and date of publication).

A gifts receipt form acknowledging the number of donated items is available at the time of donation, with one copy to go to the donor for her/his records.

Acknowledgements

Donors will be provided with a written acknowledgement, unless they specifically request that no acknowledgement be given.

Monetary gift donations to the Warner Memorial Library should be directed through the Eastern University Office of Advancement.

Special Collections

Special Collection material donations are evaluated by the Library Director to determine the need prior to acceptance.

Archives

See Archives Policy.

