NON-CASH GIFT POLICY

GENERAL PRINCIPLES AND GUIDELINES

The Cushwa-Leighton Library accepts books, journals and other resource materials that support the teaching, learning, and research objectives of Saint Mary’s College from members of the Saint Mary’s College community.

Individuals or organizations who are not affiliated with Saint Mary’s College and wish to donate books are encouraged to contact their local public library or commercial book dealers for assistance in reselling unwanted items.

The Cushwa-Leighton Library welcomes monetary gifts to support its services, collections, and facilities. For further information, contact the college’s Development Office at 574.284.4588.

TERMS OF ACCEPTANCE

Librarians or the college archivist determine whether or not to accept donated material. Gifts added to the library's general collection must meet the same criteria as materials selected for purchase, which include the following:

- Supporting the current and evolving undergraduate and graduate curriculum
- Supporting the basic research needs of faculty and students
- Maintaining selected older collections of depth (e.g. religious studies)
- Primary documents related to history of the college

Even “free” materials take time to evaluate, sort, catalog, label, and shelve. Consequently, we may decline gifts for the following reasons:

- Outdated content
- Inappropriate academic level or subject focus
- Duplication of existing library resources (print journals for which we have online access, for example)
- Poor physical condition
- Costly storage requirements
- Unworkable donor restrictions

Rare and collectible items may be accepted with the understanding that they may be held in a secure, inaccessible area until a handling decision is made.

All gift materials are cataloged and shelved in the appropriate subject classification. The library cannot maintain separate named collections.

Upon acceptance, all gift materials become the property of Cushwa-Leighton Library.

DONATION INSTRUCTIONS

Please contact your liaison librarian or the collection development librarian to discuss possible donations to the library’s collection.
APPRAISAL AND ACKNOWLEDGEMENT

Material gifts to Cushwa-Leighton Library are considered non-cash charitable donations. The donor is responsible for estimating values or arranging a professional appraisal before the gift is made. The Cushwa-Leighton Library cannot provide appraisals. Donors may want to consult IRS Publication 561: Determining the Value of Donated Property for additional guidance.

We will send a letter of acknowledgement and thanks to each donor. The Cushwa-Leighton Library reserves the right to dispose of unwanted material in the most appropriate way.

Approved May 2, 2013 by the Library Faculty.
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