

Wellehan Library Gift Policy

Wellehan Library has greatly benefited from donations of books and the generosity of donors has been much appreciated.

In order to balance the challenges gift materials present for the Library (storage, staff time and resources needed to assess and process) with opportunities to add high quality materials to the collection, the Library will accept donations of materials (books and DVDs only) on the following conditions:

- The donor must be affiliated with Saint Joseph's College.
- The number of items donated must be small (1-5).
- The items must be clean and in new condition. (Staff will assess the condition of donated items; those deemed unacceptable will be disposed of.)
- The items must be directly relevant to the curriculum.

Donations of materials that do not meet these conditions will be considered on a case-by-case basis.

Please note that the assessment and processing of donations is secondary to the Library's primary focus of purchasing and cataloging new materials and weeding and discarding obsolete and damaged materials. Gift items will be made ready for patron use as staff time permits.

For questions and concerns regarding the library's acceptance of gifts, contact Shelly Davis, Director of Library Services (893-7726 | sdavis@sjcme.edu.)