

Wellehan Library - Gift Policy

Wellehan Library has greatly benefited from donations of materials, 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 at a time must be small (1-5).
- The items must be clean and in new condition.
- 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. Generally, the Library will not accept:

- textbooks
- scattered or single issues of periodicals (unless needed to fill gaps in existing holdings)
- popular trade/mass market paperbacks
- items already owned by Wellehan Library and/or readily available in the Minerva consortium (Exceptions may be made for items directly relevant to the curriculum, authored by SJC faculty, etc.)

Library staff will determine whether or not an item will be added to the collection; donors may specify whether items not accepted are returned to them or recycled. Accepted donations become the property of Wellehan Library and decisions regarding their cataloging, shelving, use, and retention will be made by Library staff.

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

Wellehan Library - Gift of Materials Form

Donor: _____

Please indicate how the acknowledgement of this gift is to be inscribed on the bookplate. To ensure accuracy, please print clearly.

- Gift of _____
- Gift in Memory of _____
- Gift in Honor of _____
- Other: _____
- I wish to be anonymous. The bookplate will be inscribed with **GIFT**.

In accordance with the Library's gift policy, Library staff will determine whether or not an item will be added to the collection. If a donated book will not be added to the collection -

- Return the item to me.
- The book may be recycled.

FOR LIBRARY STAFF

Date: _____ Received by: _____ Number of Books: _____

FOR TECHNICAL SERVICES STAFF

Already owned by Wellehan Library?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of circulating copies in Minerva:	
Accept item for the collection?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Date	By (Staff Initials)
Processed <input type="checkbox"/> Tattle stripped		
Cataloged		
End Processed		