Hege Library Gift Acceptance Policy

Overview

The Library welcomes gifts of books and other materials (i.e. gifts-in-kind) that support the curriculum and the research needs of students and faculty members; we also accept materials specific to Quaker studies and Guilford College are referred to the Friends Historical Collection (FHC) and College Archives for consideration of acceptance. (See FHC and College Archives Policy.)

Acceptance of gifts

Due to the high costs associated with processing, storing, and preserving materials, the Library only accepts items that meet current and anticipated curricular and research need, or that contribute to the historical record of the College. The Library reserves the right to decline gifts of materials that do not meet current collection goals and policies. (See Hege Library Collection Development and Management Policy.)

Donors are strongly encouraged to contact a librarian in advance for pre-approval of donation prior to bringing any materials to the library. Potential donors visiting the Library in person may donate up to five items without prior approval with completion of a donation form. Donations of over five items must follow the procedures for potential donors outlined below. While intermediaries may initiate conversations with librarians about potential gifts, the library director or other designated librarian must have direct contact with a donor before gifts are accepted and received.

The library cannot appraise gifts for tax purposes or assign actual values for materials, but will acknowledge receipt of pre-approved gifts. Donors who require valuation information must arrange for their materials to be appraised prior to donating them to the Library. Donors are responsible for all appraisal costs.

Donors are responsible for packing and shipping/delivering gifts-in-kind and for fees related to shipping, insurance, and delivery.

Donors are advised that gifts-in-kind accepted by the Library become the property of Guilford College, and the Library reserves the right to determine matters related to the processing, shelving location, use, preservation, and retention of the materials. For the materials accepted, the Library will make every effort to put them to good use. The Library will observe stated disposition policies for deaccessioned materials.
**Processing accepted materials**

The Library will provide standard gift plates specifying the donor’s name and/or memorial designee. In certain cases, the Library will create custom designed plates and make materials available in a named searchable collection through the Library’s catalogue.

**Guidelines**

Gifts are accepted primarily to support the College’s current curricular and research needs, and in most cases, preference is given to materials that are scholarly in nature. Generally not accepted are:

- Duplicate copies of materials already held by the Library;
- Textbooks;
- Damaged books (including books with evidence of water damage, insect damage, or mold);
- Superseded or outdated editions;
- Computer and software manuals;
- Books with highlighting, underlining, or annotations;
- Ephemera.

With the exception of Quaker and Guilford specific publications, the Library also generally does not accept:

- Self-published books;
- Advance reading copies and uncorrected proofs;
- Condensed books;
- Older, popular, trade paperbacks;
- Children's books;
- VHS and cassette tapes;
- Vinyl recordings;
- Journals and magazines.

**Procedures for Potential Donors**

Potential donors generally are responsible for:
• Checking the library catalog, Guilford College Worldcat, to confirm that the material are not currently held by the Library;

• Preparing and submitting a comprehensive list of all materials, specifying author, title, edition (if any), ISBN (if specified), and year of publication for each item;

• Complete a donation form and email it with the list to library@guilford.edu for consideration.

NOTE: For donations of materials related to Quaker studies or the College's history - including College publications, photographs, manuscripts, artifacts, and other records - potential donors should contact the Friends Historical Collection Librarian and Archivist (archives@guilford.edu).

Revised and approved by Librarians’ Council - Summer 2017