



Policy on Gifts and Donations, Fall 2019 Draft

Peter J. Cayan Library, Utica

Thank you very much for choosing the library to receive your gift.

As we are a highly specialized institution, we are limited in what non-monetary gifts we can accept. We cannot promise to add every donated item to the circulating or archival collection; some donated items will be given away to patrons, recycled or discarded based on the factors described below.

TYPE

Gifts of library materials must advance the instructional, learning, and research mission of the Institute, or advance other library collection goals. Common issues of concern are:

Textbooks

We can only accept textbooks if they are (1) the most recent edition; and (2) not marked review/desk copy.

Multimedia Items

Items must be in a format that the library, and its patrons broadly speaking, has the ability to play/display. We cannot digitize or otherwise save files in obsolete storage formats.

CONDITION

We cannot accept items that have mold, mildew, or water damage, or are stored in containers with mold, mildew, or water damage. We cannot accept items with bed bugs or other pests.

Draft policy respectfully submitted
By Rebecca Hewitt, Interim Director
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