

Library Gifts

Original Implementation: March, 1982

Last Revision: January 26, 2016

The purpose of the Ralph W. Steen Library's gift program is to support the academic mission of the university by accepting materials and/or monetary donations.

The library will decide whether to accept a gift on the basis of the needs of the collection, technical processing costs, physical condition, location and space, maintenance requirements, and donor restrictions. The library reserves the right to determine the retention, cataloging treatment, and other considerations related to the use or disposition of donated materials.

The library director and the vice president for university advancement will negotiate and authorize the acceptance of major gifts (i.e., gifts requiring an extraordinary commitment of space or gifts accompanied by specific management requirements), subject to approval by the provost and vice president for academic affairs and the president.

The library does not appraise gifts. The cost of any appraisal is the responsibility of the donor.

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Library Director

Forms: None

Board Committee Assignment: Academic and Student Affairs