

## **Library Gift Materials Policy**

Roseman University of Health Sciences

(Approved by the Administrative Council Oct. 12, 2009)

Roseman University of Health Sciences gratefully accepts gift books and other informational materials for the University Library under the following conditions:

1. Books and other informational materials intended as gifts must be delivered to the Library by the donor.
2. Library gift materials are accepted with the understanding that no restrictions may be placed onto the items by the donor.
3. Once items are received, they become the property of the University and will be evaluated to determine appropriateness for our collection. The Library reserves the right to decline acceptance of items deemed not appropriate. Final decisions about acceptance into the collection rest with the Director of Library Services or her/his designees.
4. Items will be added to the collection only if they are in good physical condition, meet the selection criteria stated in the Library Collection Development Policy, and potentially enrich the collection.
5. The Library reserves the right to determine retention, location, treatment, and other considerations related to use, maintenance, or withdrawal of donated materials.
6. Items not accepted into the collection may be disposed of, passed along to a more suitable location, or sold as determined by the Library. If requested at the time of donation, non-accepted materials may also be returned to the donor.
7. The Library will not assign a monetary value to any gift materials. If you wish to have an outside appraiser assign a monetary value to the items for tax purposes, you should do so prior to donation. Items of potential value over \$5000 must be appraised by an independent third party appraiser in accordance with current tax law requirements and the University's policy on Gifts of Personal Property.

Gift books added to our collection will receive a book plate giving the name of the donor and, when it is requested, the name of the person(s) in whose honor or memory the gift is made.

Library gift materials will be acknowledged annually with a receipt and thank you letter if contact information has been provided on the Donor Information Form.

Gifts other than books and informational materials will be handled in accordance with the University's Gift Acceptance Policies and Guidelines, including approval in advance of acceptance where indicated. All contributions should support and enhance the mission and purpose of Roseman University.

**Library Gift Materials  
Donor Information Form**  
Roseman University of Health Sciences

*The University owes a tremendous debt of gratitude to all who have helped us to build our library collection to its current depth and value. Our donors' expressions of support to Roseman University of Health Sciences through their generosity are deeply appreciated.*

*Please read the **Library Gift Materials Policy** prior to filling out this form. A copy of this completed information form needs to be on file so that we may formally acknowledge your gift.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone (optional): \_\_\_\_\_

E-mail: \_\_\_\_\_

Affiliation:  Faculty     Alumni     Student     Staff     Community member

The book plate should read as follows: \_\_\_\_\_

\_\_\_\_\_

**I have read the Library Gift Materials Policy and agree to the stated conditions for acceptance of my donation(s).**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_