



CHAPTER 4	SECTION NO.
College Operations	4.05
REFERENCE	<i>Adopted: October 12, 2010</i>
4.05.01 Library – Guidelines for Donations	<i>Reviewed: October 12, 2010</i>
	<i>Revised:</i>

The Library welcomes gifts and donations of materials or the funds to purchase them, which contribute to the learning, teaching and research goals of the College.

The Library reserves the privilege of deciding whether items donated should be added to the collection. The material will be judged by the same selection criteria as those applied to the purchase of new materials.

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the Library.

The Library provides a letter of acknowledgement of receipt but does not appraise the value of the donated materials or other gifts.

The Library Director will make all final decisions as the disposition of gifts.

On occasion, it may be necessary for a Vice President, the President or others to become involved in the acceptance of gifts.

No gift collections will be shelved as separate entities without appropriate approval.