

# GUARINI LIBRARY DONATION POLICY

## LIBRARY DONATIONS?

The Library appreciates gifts to provide additional materials, perhaps not otherwise available which will enhance the collection and support the academic programs of the university. Potential donors should understand that any donated materials become the property of the Congressman Frank J. Guarini Library.

## Monetary Contributions?

The Guarini Library gratefully accepts monetary contributions directed to the development of its library collections, including Special Collections. Please alert us by calling the Library Director 201-200-3027, if you are considering establishing a named fund in support of the library so that we may discuss how we may fulfill your objectives.

## DO YOU HAVE THE FOLLOWING?

- Advance Reading Copies/Galleys/Preview copies
- Art work or Art Collections. (Please contact NJCU Office of Advancement)
- Audiobooks
- Books that are underlined, mutilated, or otherwise in poor condition
- Computer software and manuals, CD-ROMS, digital files
- Encyclopedia sets
- LP records, cassette tapes/audiocassettes/, or VHS tapes
- Print journals/magazines/periodicals
- Reader's Digest Condensed Books and similar types of material are not appropriate for the collection.
- Romance novels
- Most Textbooks especially outdated textbooks
- Titles excessively duplicating existing library holdings
- Titles inappropriate to an academic library

**UNFORTUNATELY**, we **can't accept** the materials listed above, but contact public libraries, nursing homes, Goodwill, and book resale shops who may want popular works and magazines or other materials in good condition for book sales or resident entertainment.

### **We also cannot accept**

Items with mold or mildew damage cannot be used by the library because of their potential to damage the rest of the collection.

## DO YOU HAVE THESE?

Selected gifts of books, recent paperbacks, commercially produced DVDs, and other appropriate academic materials in good condition.

## FOLLOW THESE STEPS

Complete our **Library Donation Form and attach a complete list of the materials** you wish to donate, **including titles, authors, and publication dates**. Our subject specialists will then review this list for items that are needed by the library. We collect materials that fall within our curriculum.

If you are unable to generate a list of titles:

- Materials situated on-campus- request an assessment visit by a librarian subject specialist on campus by calling 201-200-3498.
- Materials situated off-campus- please contact public libraries, nursing homes, Goodwill, and book resale shops which may want these for book sales or resident entertainment.

## Get an appointment to deliver the materials

Donations approved after:

- the submittal of the [Library Donation Form](#) and
- receipt of Library confirmation of acceptance

Donations should be:

- delivered to the assigned room
- delivered at the assigned date and time,
- delivered during normal business hours: Monday through Friday.

**(Sorry, we cannot accept donated materials at the Public Service desks.)**

## We'll send you a letter of acknowledgement (without a valuation)

The library acknowledges in-kind gifts with a letter that may be used for Internal Revenue Service purposes. However, the library cannot provide the donor with a valuation of the collection received. (The IRS considers the library, or library employee, an "interested party" who may not appraise donations.) Therefore, the responsibility for establishing the fair market value of a gift item lies with the donor.

## Library Rights (Just so we're clear)

### It should be understood that the Library.....

- May ask to review material prior to acceptance
- May refuse material that is already held in the collection or does not meet collection needs
- Reserves the right to process, use, house, add to, keep, or dispose of donated materials or collections as appropriate
- Is not obligated to notify the donor about these individual decisions
- Is not obligated to return materials to the donor; unselected gift material will be disposed of in accordance with current state regulations.

PLEASE contact the Acquisitions Department at 201-200-3009, to discuss or arrange possible donations, or in the event that you have any additional questions.

## Want a Book Plate(s)?

Book Plates will be put in donated books upon special request of the donor.

## GUARINI LIBRARY DONATION FORM

Click <http://www.formpl.us/form/1750747179/>

### GUARINI LIBRARY DONATION FORM

#### Description

Use this form to begin the gift book donation process.

You will be contacted by a library employee within a week to discuss your donation.

Please do not send or bring your books to the library until you schedule an appointment with a library employee.

First Name

Last Name

E-mail Address

Phone Number

GothicNet ID# (optional)

Adopted May 16, 2016

Affiliation with NJCU (optional)

Please provide a brief description of the potential donation: (including size, type, subject matter, condition and age of materials)

Please attach a list of titles

## Source Note:

**The preceding donation policy was developed using the following as templates and models:**

The American University Library, Washington, DC  
<http://www.american.edu/library/collections/gifts.cfm>

University Library, Santa Clara University, Santa Clara, CA  
<http://www.scu.edu/library/info/policies/gifts.cfm>

Rice Library, University of Southern Indiana, Evansville, IN  
[http://www.usi.edu/library/services-for-faculty/donations-\(used-materials\)](http://www.usi.edu/library/services-for-faculty/donations-(used-materials))

Harry A. Sprague Library, Montclair State University, Montclair, NJ  
<http://www.montclair.edu/library/about-the-library/departments/collection-development-acquisitions/donations/>

Colgate University Libraries, Colgate University, Hamilton, NY  
Section VIII  
[http://exlibris.colgate.edu/about/policies/cd\\_policies.htm](http://exlibris.colgate.edu/about/policies/cd_policies.htm)