

**Lorette Wilmot Library & Media Center
Gift Policy**

The Library & Media Center is happy to accept gifts of materials appropriate to the collection. The donor permanently relinquishes all rights to ownership and disposition, and the gifts become the property of Nazareth College. Therefore, the library may appropriately exchange, disseminate, sell or dispose of those items that can not be added to the collection, or, at a later time, need to be removed from the collection.

In accordance with the donor's request, appropriate recognition will be given to gifts retained in the library by affixing gift plates. The library will not set aside a special location for a particular gift of library materials separate from other materials on the same subject or format unless done through a special arrangement overseen by the Library Director. The library will not accept restrictions on usage of the materials which are contrary to general library policy.

An acknowledgment letter from the Library Director stating the total number of items donated will be sent. Appraisal of gifts is the responsibility of the donor. Library staff can not provide valuation statements.

Gift Donor Form

I have read the above policy statement and agree that my donation may be handled in the prescribed manner.

Date: _____

Donor's Name: _____

Address: _____

Is a gift plate desired in each item? Yes ___ No ___ If yes, please specify any special wording (otherwise donor's name will appear)

Donor's signature: _____

Thank you for your donation.

Guidelines for Donating Library & Media Center Materials Lorette Wilmot Library & Media Center

Thank you for considering donating materials to Nazareth College.

The needs of academic libraries are both varied and specific. Please be aware that these needs exclude some of the items people often wish to donate, and may be better utilized elsewhere.

Below are some guidelines for making donations of materials to the Lorette Wilmot Library & Media Center.

- Please arrange for donations to be delivered to the main Circulation Desk located in the front of the Library. Please include a Donor Gift Form with your donation.
- All materials should be of value to Nazareth College research community or should complement the curriculum.
- Damaged items (including those with mold, water damage, significant tears, markings and with unpleasant odors) will not be accepted.
- Any materials that bear the ownership marks of other institutions will not be accepted.
- Student workbooks or textbooks with underlining and highlighting will not be accepted.
- Obsolete media formats (vinyl records, audiocassettes, VHS tapes, etc.) will not be accepted.
- Preview copies and promotional copies of videos will not be accepted.