

SUBJECT: Collection Development: Donations

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Donations/Gifts

PERSONS RESPONSIBLE: Library Staff & Community

POLICY

1. Donations and gifts will be accepted provided the materials fit the scope of the library's collection.
2. The librarians will make the final decision as to whether the items are added to the collection.
3. Items not added will be offered to other libraries in need of the materials, disposed of, or returned to the donor.
4. Donors will be informed of the policy when the materials are given to the library.

Priorities/Limitations:

1. Items currently not owned by Mount Carmel Health Sciences Library and evaluated for their currency and timeliness will be considered. Items should be no older than 5 years, unless special circumstances apply (i.e. classic or rare texts).
2. Mount Carmel Health Sciences Library will not be responsible for the transport of donations. Evaluations will be made in a timely fashion. If materials do not meet criteria, donors may retrieve their materials during library hours.
3. Donated materials that become the property of Mount Carmel Health Sciences Library are subject to library policies and procedures. Special treatment of donated materials may be arranged with permission of the director.

DEVELOPED BY: Library Staff

REVISED BY: Library Staff

REVIEWED BY: Stevo Roksandic, Director

APPROVAL FOR IMPLEMENTATION BY:

DATE: 8/7/07

DATE: 2/04

1/04/07

7/16/07

Ann Schiele