

## **GIFT ACCEPTANCE POLICY**

**The Library of the Health Sciences accepts gifts of books, journals, and non-print materials that will enhance the library's collection and support curriculum, clinical, and research needs of our students, staff and faculty.**

**Material donated becomes the property of the Library and can be used or disposed of as appropriate. Gifts that are not used in the library's collection may be given to other libraries, sold at library booksales, or disposed of in other ways.**

**The library will not provide appraisals of gifts, nor will we provide a list of items donated. Donors must make their own list if they need one. We will formally acknowledge all gifts including the number and type of material if the donor leaves his/her name and address.**

**Donors are encouraged to call prior to making a donation. Large donations can be reviewed to determine whether or not materials can be used by the library. We appreciate it if you bring items to the library, but we can make arrangements for picking up materials if necessary.**

**If you have questions, please call Judy Rieke, Collection Management (777-4129) or Cyndi Iverson, Acquisitions/Serials (777-2582)**

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*Please complete and leave with your materials*

Name-----

Address & telephone -----

\_\_\_\_\_

Type of materials \_\_\_\_\_

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*Staff Use*

Number of items received \_\_\_\_\_ Books \_\_\_\_\_ Journals \_\_\_\_\_ Other

Date acknowledgment sent \_\_\_\_\_