

DiMenna-Nyselius Library Donation Form

Thank you for donating your textbooks to DiMenna-Nyselius Library! The goal of this program is to make copies of expensive or commonly used textbooks (any required texts including paperback novels assigned for class) available to students free of charge. We appreciate your contribution to this endeavor.

Name: _____

Date: _____

Student ID #: _____

Term Books were used: _____

Phone: _____

Email: _____

Title of Book:

Class used for:

By signing this document I indicate that I understand that my donation becomes the property of DiMenna-Nyselius Library, and is subject to regulation by the Library's Collection Development Policy (see reverse).

Signature: _____

- Appendix B -

GIFTS OF MATERIALS

A Policy Statement

I. All gifts accepted by the library are subject to the same selection and retention policies and criteria as materials acquired by purchase.

II. Items not added to the Library's collections will be disposed of at the discretion of the Library in one or more of the following ways:

- a. given to other libraries (particularly Fairfield Preparatory School or the Jesuit Residence Library) or non-profit organizations
- b. sold through the Library's continuing book sale, or to other libraries, or to book dealers
- c. discarded

III. Gifts will not be accepted that require extraordinary expenditures by the Library for their maintenance, administration, or safeguarding unless funds or endowments for these purposes are provided by the donor. The Library will absorb normal costs associated with the selection, processing, and disposition of gifts it accepts.

IV. Gifts added to the collection may be identified by appropriate bookplates, but normally will not be maintained as separate collections. An exception may be made if format or subject matter justifies such segregation, with the understanding that any such arrangement may be modified in the future at the discretion of the Library.

V. The Library will be advised by the guidelines for adding gifts to the collection approved by the International Federation of Library Associations and Institutions in 2008:
<http://www.ifla.org/files/assets/hq/publications/professional-report/112.pdf>

VI. The Library will acknowledge all gifts. Acknowledgments will include the number and type of items received, and may include a list unless the number of items is so great that time and cost prohibit its preparation. Donors who want lists for their records will be urged to compile their own lists and submit copies with their gifts.