

LOYOLA MARYMOUNT UNIVERSITY
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Gift of Materials Policy	Page 1 of 3
Policy Number: LIB-COLLS-504	Supersedes: N/A
Effective Date: October 1, 2015	Previously Issued: August 1, 2009

1. Statement of Policy:

1.1. Collection development in any library depends on strategic acquisition of materials. The library welcomes gifts of materials which are within the scope of its collections policies and which support the teaching, research, and curricular needs of LMU faculty and students.

1.2. Acquisitions & Collection Development is responsible for this policy.

2. Policies/Procedures:

2.1. The library reserves the right to review all gifts before acceptance.

2.2. Scholarly materials including books, manuscripts, and media may be appropriate gifts.

2.3. The following types of items are not considered for inclusion in the collection:

2.3.1. Outdated textbooks.

2.3.2. Popular, mass-market books.

2.3.3. Popular magazines.

2.3.4. Books that are out of scope for the library's collecting profiles.

2.3.5. Scholarly periodicals, unless they can be used to fill in missing issues.

2.3.6. Duplicates of items the library already owns, unless they would be useful as extra copies for heavily circulating items or as replacements for worn copies.

2.4. Additionally, the library may decline to accept materials for the following reasons:

2.4.1. The materials require processing beyond what can be done by existing staff.

2.4.2. The materials require storage not currently available in LMU facilities.

2.4.3. The materials are of a format not supported by the library.

- 2.4.4. The materials require a curator or collection manager not already on staff.
- 2.4.5. The materials require extensive repair or conservation.
- 2.4.6. The materials include donor restrictions the library cannot honor.
- 2.5. In cases where the library is unable to accept a donation, the library will make an effort to assist donors by referring them to other institutions.
- 2.6. If the offered donation is sizeable, a representative from the library may schedule a visit to review the collection.
- 2.7. The library makes all final decisions for all of the collections it administers.
 - 2.7.1. LMU faculty, staff, and administrators may suggest materials for acceptance.
 - 2.7.2. The library must be notified as soon as possible of potential offers, and be an active participant in university discussions with donors of library gifts-in-kind.
- 2.8. Once accepted, all gifts become property of the library.
 - 2.8.1. The library determines retention, location, cataloging, disposition, and other factors relating to the gifts.
 - 2.8.2. Gifts not retained for library collections may be offered to other institutions, sold in book sales, or recycled.
 - 2.8.3. Donors are asked not to place restrictions on these options. However, if the library finds it cannot use the gift items and the donor would like to have them back, they will be returned.
 - 2.8.4. Gifts accepted by Archives and Special Collections (see 3.3) must be accompanied by a deed of gift.
- 2.9. Gifts accepted into the circulating collection are acknowledged by the Collection Development Librarian upon request.
 - 2.9.1. Gift donors will receive a letter of thanks upon request, indicating the number of items received, which serves as a receipt.
- 2.10. Gifts to the library may be tax deductible.
 - 2.10.1. Owing to IRS regulations prohibiting the library from providing estimations or appraisals, it is the donor's responsibility to obtain a valuation of the gift.

3. Points of Contact:

- 3.1. To offer a donation of materials to the general library collections, please contact the Collection Development Librarian:

3.1.1. Email: Jamie.Hazlitt@lmu.edu

3.1.2. Phone: (310)338-6010

3.1.3. The Collection Development Librarian may evaluate gifts on a title-by-title basis. To assist in this review, email a list of the gift items to the address above. This list should include author, title, and year of publication for each item.

3.2. To offer a donation of media materials, please contact the Media Librarian:

3.2.1. Email: Rhonda.Rosen@lmu.edu

3.2.2. Phone: (310)338-4584

3.3. To offer a donation of rare or culturally significant material to the Department of Archives and Special Collections, please review the department's [Gifts-In-Kind Policy](#) and contact the Head of the Department of Archives and Special Collections:

3.3.1. Email: Cynthia.Becht@lmu.edu

3.3.2. Phone: (310)338-2780