MCW Libraries Donations Policy

MCW Libraries consider donations for the collection, such as books and audiovisual materials, as well as other items. MCW Libraries will endeavor to accept gifts so long as the gift is consistent with the Libraries’ designated needs.

Donations are accepted on the condition that MCW Libraries are free to sell or discard any materials. Once donated, items become the property of MCW Libraries.

For any donor requesting a receipt, a receipt letter will be provided within 60 days stating the number of items donated. MCW Libraries will not provide an appraisal for any donations.

Donations to the MCW Libraries collections are screened for acceptance using the same selection principles that are used to evaluate materials for purchase. Similarly, donated items are withdrawn using the same criteria that are applied to purchased materials.

The MCW Libraries cannot accept:

- Print journals
- Popular magazines
- Dated textbooks (published more than five years ago) and workbooks
- General encyclopedias
- Items in poor physical condition, for example: broken spine, moldy, water damaged, mildewed, missing or yellowed pages, etc.
- Material that contains highlighting, underlining, or annotations (unless annotations are of significant scholarly value)
- Electronic materials requiring out-of-date software
- Materials which might cause the library to be liable for copyright infringement (i.e., illegally copied audio and video recordings.)
- Out-of-date computer software or books on out-of-date programs and programming

A donor wishing to make a monetary donation for the purchase of books or audiovisual items in memory or honor of a special person should contact the Library Director. For memorial donations, a card will be sent to the relative designated by the donor indicating who the item has been given in memory of and the name of the donor. For honor donations, a card will be sent to the honoree indicating whom the item has been given in honor of and the name of the donor. Information about the donor and the person in whose name the donation has been made will appear on a plate on the front fly page of the book(s) or on a label for audiovisual donations if requested by the donor.

A donor who would like to make a monetary donation to enhance a specific collection in MCW Libraries should contact the Library Director.
Acknowledgement of Receipt

This donation was received by: (to be completed by library Staff)

______________________________________   __________________
Signature         Date

I/We, the undersigned, donate these materials with the full understanding of the conditions stated in the MCW Libraries Donations Policy.

______________________________________   __________________
Signature         Date

Name (PLEASE PRINT):  __________________________________________________

Address: ________________________________________________________________

________________________________________________________________________

Written Acknowledgement / Count

________________________ YES, I request a written acknowledgement with a count of the donated materials.

________________________ NO, I do not need a letter acknowledging the donation.

Description of Donated Materials (to be completed by library staff)

Book(s)   _________________________________________________________

Other   _________________________________________________________

Revised March 2010