



*Frank E. Gannett Memorial Library*

## **Gift and Donation Policy Utica College Library**

Utica College Library is grateful that many people wish to donate materials and monies in support of the Library. This policy addresses the three types of donations the UC Library currently accepts: printed materials, memorials and monetary donations.

If you are interested in donating materials to the Utica College Library, please complete the Gift & Donation Application in the Giving to the Library section of the Library's web site.

### **General Gift & Donation Guidelines**

- Gifts are presented to the Library Director. Should this prove impossible, alternate arrangements may be made through the Library Secretary.
- Gifts are approved for donation by the Library Director. Gifts that are not discussed with the Library Director prior to presentation at the Library may be refused.
- The Library and its employees are not permitted to value and/or appraise materials. The donor should arrange for a third-party valuation and/or appraisal prior to donation of materials.
- To begin the Gift & Donation process, please complete the UC Library Gift & Donation Application on the Library web site, or, contact the Library at (315) 792-3041.
- Upon acceptance by the Library donors must sign a Deed of Gift and Donation Agreement. The Library will furnish a Letter of Thanks in acknowledgement of the gift.
- A copy of the Deed of Gift and Donation Agreement, the UC Gift & Donation form, and the Letter of Thanks from the Library are sent to the Utica College Office of Development. All donations are listed in the Utica College Annual Gifts publication unless otherwise requested.

### **Monetary Donations**

- Monetary donations to the UC Library are handled by the Utica College Office of Development.
- Donations may be made online using the Secure Online Donation Form via the Utica College Office of Development web site at <http://www.utica.edu>
- Select the Frank E. Gannett Memorial Library in the Apply Donation To field.



## **Printed Material Donations**

Utica College Library accepts gifts of new or used printed materials on a limited basis. Gift materials are evaluated based on their adherence to the Library's academic and curricular missions. Librarians assess all printed material donations and select for addition those materials that are appropriate to its mission. For more information about the evaluation process, please see Evaluation Considerations.

### **Accepted Printed Materials**

#### **Commemoration**

- If requested, a bookplate commemorating the donor will be created and placed on the front inside cover of all donated print materials.
- Unless otherwise requested, the donor's name will appear in a bibliographic note in the UC Library Catalog.

#### **Placement**

- Printed materials are arranged in the Library using Library of Congress Classification.
- Donated printed materials will be added to the Library Collection and interfiled in accordance to the Library of Congress Classification system.
- Placement of printed materials in existing Special Collections or physical locations is at the discretion of the Library Director in accordance with current policies and practices.
- Separating donated materials from the General Collection is not normally done.

### **Declined Printed Materials**

- Printed materials deemed unsuitable for the UC Library Collection will be discarded or sold at the Library's discretion.
- Donors may request that printed materials deemed unsuitable for the UC Library Collection be returned to them:
- Donors desiring return of excluded materials will be contacted by the Library that such materials are ready for pickup.
- The UC Library does not mail or deliver excluded materials to a donor.
- Donors must pickup excluded materials from the Library within fourteen (14) days of contact.
- After fourteen (14) days, the Library reserves the right to sell or discard the materials.

## **Memorial Donations**

Utica College Library is pleased to work with individuals seeking to purchase a new book in memory of a person or event. Inclusion of such materials in the Library Collection is governed by the Library's academic and curricular missions. We ask that you work with the Library Director to select a book that is appropriate to the Collection.



Memorials of plaques, statuary, art and furniture are accepted at the discretion of the Library Director with the understanding that the Library Director reserves the right to choose placement and promotion.

### **Evaluation Considerations**

All libraries have unique and specific purposes, or missions, governing their existence and operation. The Utica College Library is no exception to this rule. Sometimes we must decline gifts because they do not fit our mission. UC Library possesses limited space, money and staff for the processing and housing of gift materials:

- Duplicates of material already in the UC Library Collection are usually declined
- Periodicals or journals require large amounts of space, staff time and bindery costs. In 2006, the Library shifted to an electronic preference for journal subscription and collection. Print journal donations are usually declined.
- Items in poor physical condition (i.e. brittle paper, water damage, writing or highlighting on pages, torn and/or missing pages, etc.) are usually declined.
- Items with mold are always declined. Mold is dangerous for both the gift material, the Library Collection, and the health of persons in the Library. Once introduced to a collection, mold spreads rapidly. There is no known abatement or containment treatment for mold. Once contracted, materials exhibiting mold must be discarded.