



Policy of Accepting Library Gifts – Books Stephen B. Luce Library Procedures

The Stephen B. Luce Library selectively accepts all donations of library materials based on several criteria:

- research value of items in view of then undergraduate and graduate programs supported by the library
- space considerations
- condition of the material

Library program selectors will accept or dispose donated materials based on these criteria and the Library's collection development policy.

It is understood that, once a donation becomes the Library's property, it will be processed for the collection or disposed of through sale donation or discard.

Because of limited staff and space, the Library cannot create a special collection for a donor's materials nor can it provide special processing (e.g., special book plating) for all materials added to the Library's shelves. Except where items have been designated "Reserve" for a particular course, gift items will not ordinarily receive expedited processing.

The Library does not provide appraisals for donations and donors are asked to have their gifts appraised beforehand.

Procedures for donating materials

- Please contact the appropriate the Head of Technical Services (718 409-7229) if you would like to donate materials for the collection.
- Delivery to the Library of all donations must be arranged by the donor, usually during regular business hours. Occasionally, donations can be brought into the Library outside of normal business hours, *but only after prior arrangements have been made* with a member of the library staff.
- If a donation is large, the donor will be asked to provide a list of materials for prior review. The Library will not be responsible for creating an itemized list of donations for the donor.

A letter of acknowledgement from the Librarian will be sent to the donor.