Gifts of Books, Periodicals and A/V Materials

1. The Grace Hauenstein Library accepts gifts of books, periodicals and audiovisual materials which support the college’s curriculum. Donors may contact either of the Co-Directors of the library.

2. If the collection is sizeable, (more than 250 items) it may be necessary for the Co-Director(s) to review the collection outside of the library. If possible, a list of materials should be submitted for preliminary evaluation.

3. Small collections (2-3 boxes or less) can be delivered directly to the library, to be reviewed by the Co-Director(s) or appropriate liaison.
   - Any staff member (including student assistants) who receive donations should fill out the Donation Form for Gift Books, available on the G:drive in the Forms folder
   - The completed form can be given to either of the Co-Directors

4. The Grace Hauenstein Library reserves the right to reject gifts that do not support the college’s curriculum. Gifts are accepted subject to the following conditions:
   - The library retains unconditional ownership of the gift
   - The library makes the final decision on use or other disposition of the gift. Unless otherwise arranged by the donor, items not added to the collection shall be sold in the library book sale, the proceeds of which are used to purchase new library materials
   - The library reserves the right to decide on the conditions of display, location of, and means of access to the gift materials
   - The library is not responsible for a monetary valuation statement for tax or other purposes

5. In general, the Grace Hauenstein Library does not accept materials that have the following characteristics:
   - Textbooks
   - Medical or Computer Science Books more than 3 years old
   - Books in any subject matter over 25 years old
   - Condensed Books
   - Outdated Media Formats (i.e. LPs, Beta videos)
   - Books that have been exposed to water or mold, are torn or excessively worn, have been written in, highlighted, or otherwise marked up
Multiple copies of the same book or copies of books already owned by the Hauenstein Library
Serials or magazines, unless a complete set is available
Subject matter outside the Aquinas Curriculum

6. The appropriate liaison shall evaluate the gift title and determine which items should be added to the collection. The liaison will advise the Technical Services Librarian of the titles to be added. If the liaison is reviewing a large number of books or anticipates a large donation, the Technical Services Librarian should be notified to accommodate his/her workflow.

7. The Technical Services Librarian will coordinate the processing of the gift items. All gift books will be tracked with respect to what is added to the collection. An annual count of gift books should be included in the annual report.

8. Delivery of gift materials to the Grace Hauenstein Library is the responsibility of the donor, unless other arrangements are made.

9. The Co-Director(s) shall send a letter of thanks to the donor if requested.

10. Gift collections should be handled promptly, as received. Items will be gift-plated if requested by the donor.

Adopted September 15, 2006