

UNIVERSITY OF RHODE ISLAND LIBRARY GIFT POLICY

General

The University Library encourages the donation of gift books and other materials to enhance its collections.

Acceptance

Donations of books, non-print items, and other materials shall be accepted or declined by the Dean of Libraries or his/her designee (s). Bibliographers are indispensable liaisons who may cultivate gifts and assist in the determination of merit. Factors to be considered in the acceptance/rejection decision include: inherent value, relationship to the curricula, research interests, collections of the University, donor restrictions, and the capability to process the materials.

While exceptions may be made, in general the Libraries only accept monographs (hardback or paperback, or disc). The Libraries *do not* accept gifts of serials (magazines, journals) without prior approval due to space limitations and preference for accessing serials in online format.

Once materials have been donated, they become the property of the URI Libraries, and the Libraries reserve the right to dispose of unwanted gifts by means of discarding/recycling, transfer to other libraries, and sale.

Acknowledgement

All gifts shall be acknowledged by the Dean of Libraries and a permanent record maintained. Library faculty members involved in the solicitation of a donation are encouraged to express a separate appreciation. Donors will receive a confirmation of the number of items donated by category, not a list of specific titles.

Restrictions

Restrictions such as separate housing, perpetual retention, book plates, restricted access, etc. will be considered only in special circumstances, and must be approved by the Dean of Libraries in advance of the donation.

Appraisal

The Library does not appraise gifts, a policy endorsed by the American Library Association and the American Booksellers Association. Assistance to donors who may wish to establish valuations will be provided in the following areas:

- 1) Maintain a list of qualified appraisers.
- 2) Refer donors to price guides, auction catalogs, and e-resources.
- 3) Arrange for appraisals in rare circumstances for items of substantial value.

The cost of appraisals must be borne by the donor. Appraisals may be completed prior to the transfer of materials.

Internal Records

A copy of each gift acknowledgement by the Library will be forwarded to the Development Office.

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Approved 06/02/06, Director Maslyn, Revised 01/20/2011