

Gift Books Policy

Prepared by: Chris Palazzolo, Head of Collections

Purpose

Gifts-In-Kind Policy

The Emory University Woodruff Library welcomes gifts of books, manuscripts, music, and other research materials. It is, in part, through such generosity that the Libraries are able to add depth to the academic resources available to our community. Particular interest is paid to scholarly, current, or rare items in good physical condition. The following guidelines are offered to assist donors. Based upon these criteria, the University Libraries retain the right to accept or decline all potential gifts.

I. General Guidelines

Due to the high costs of managing the gift process, the Libraries' goals in accepting gifts are to acquire only materials which are highly relevant to the university's needs. All potential gifts will be evaluated by subject expert librarians in accordance with the collection development policies of the Emory University Libraries. Potential gift items will meet one or more of the following criteria:

- Support the University's current and evolving curriculum and academic disciplines;
- Sustain the research needs of faculty and students;
- Augment collections of depth;
- Enhance the unique and noteworthy holdings of
- Emory University Libraries special collections.

Types of Donations that are Generally Considered Inappropriate

- Materials that are not in good physical condition, e.g., contain mold or mildew, tears, stains, water damage or are in any way impaired in a manner that results in limited or restricted use. These are potentially harmful to existing collections.
- Large museum type artifacts. Such items cannot be accommodated by the Libraries.
- Materials that require significant restoration or conservation or unique storage, unless accompanied by appropriate funding.
- Gifts on which a donor places restrictions that will negatively affect access to and use of the materials.
- Textbooks.
- Popular trade paperbacks.
- Single issues of periodicals or broken runs of bound periodicals, unless they fill gaps in our current collection.
- Outdated, superseded titles.
- Outdated media formats such as LPs, cassettes, etc.
- Materials which duplicate current holdings.
- Photo copies/facsimiles of original materials.

II. Process for Accepting Gifts

1. Donors will provide a title list and description of any gift before it can be considered. In the absence of such documentation, the Libraries may require on-site evaluation of the collection by subject area specialist or other library staff before a determination to accept

can be made. These expert individuals will evaluate potential gifts for appropriateness to the collections.

2. Gifts delivered without prior arrangement or contact with the Libraries' acquisitions and gifts staff or staff listed above may not be accepted or acknowledged.
3. Potential donors of materials should contact the Head of Collection Management, Dr. Chris Palazzolo (cpalazz@emory.edu).

III. Disposition of Gift Materials

1. Per library policy, no duplicate materials will be added to the collection.
2. With the exception of some archival materials, all gifts added to the collection will be cataloged and listed in the Libraries' online public catalog. Archival materials are principally accessible through electronic finding aids as published by the University Libraries.
3. Due to lack of space in Emory' stacks, most gift materials that are added to the general collections are sent to our Storage library. These items are retrievable and can be requested by way of the library catalog.
4. Gifts that are not added to the collection may be disposed of in one of the following ways:
 - If of artifactual value, they may be sold to a specialty book dealer, a general used book dealer, or donated to charitable organizations focusing on book donations, and the proceeds used to support future acquisitions for the University Libraries' research collections.
 - All other unaccessioned gifts may be sold through the University Libraries periodic book sales, given to other libraries, various charities, or recycled. Proceeds from book sales may be used to support future library activities or acquisitions for the University Libraries' research collections.
 - Only in special circumstances, and if arranged in advance, may items be returned to donor.