

COLLECTION DEVELOPMENT LIBRARY MATERIALS DONATION POLICY

The Georgia State University Library welcomes gifts of library materials—especially materials that fill existing gaps in our collection and support the curriculum. Donations of library materials to the University Library are made to the Georgia State University Foundation, Inc. The Collection Development Department of the University Library acts on the Foundation’s behalf by receiving the gifts, overseeing their disposition, and providing donation records.

Donated materials are evaluated by the same standards and collecting policies as purchased materials. Because of space limitations and processing costs, many gift items are not added to our collection. These include:

- Textbooks
- Duplicate titles
- Previous editions
- Material in poor physical condition

Materials not added to the University Library are disposed of by some other means. We cannot guarantee to add unsolicited gifts. The University Library reserves the right to accept or decline any gift of materials.

Interested donors are requested to submit a list of the item(s) to be donated (including relevant information such as: author, title, publisher, edition and date of publication). The donor will be contacted as soon as the list has been evaluated, at which time they can bring the items that have been accepted to Collection Development. A gifts receipt form acknowledging the number of donated items is available at the time of donation, with one copy to go to the donor for their records.

Library staff cannot appraise donations as this must be done by book dealers or antiquarians to satisfy IRS guidelines. Ordinarily, the Collection Development Department cannot pick up donations, as we lack the equipment, staff, and time to perform this task. Donors should contact the Collection Development Office.

For more information on financial donations for book purchases or other gifts to the library, please contact the Library Administration Office.

For more information on donations of materials to the Special Collections Archives, please contact Special Collections Department.

Replaces Orgn Memo 101 – Gifts Policy dated 8/2/95. Revised by Collection Development Officer and Acquisitions Department Head; reviewed by LibAdmin 11/02/04; approved by Library Administrative Council 12/14/04. Revised by Collection Development, 10/2009. Approved by Library Administrative Council 12/15/09. Revised and approved by Library Administrative Council 11/15/16, Reviewed by Collection Development, 04/2018