



**Seton Hill University
Reeves Memorial Library
Gift Policy**

Guidelines for gifts/donations to Reeves Memorial Library:

1. Potential donors should provide a list of materials being offered, prior to sending a gift.
2. Gift materials will be evaluated using the same standards that are applied in selecting new materials.
3. Donations to the collection must be able to be integrated without the need for special facilities, control, handling, or staffing unless the cost is contained as part of the gift.
4. The library is not able to accept duplicates of materials already in the collection, unless the library copy is in a condition that warrants replacement.
5. Periodicals can only be accepted if the issue(s) fills a gap or deficiency in the collection.
6. The IRS requires that the donor be responsible for gift appraisals. By law, the library is not allowed to be responsible for the appraisal of gifts.
7. The library has the right to retain or dispose of any gift according to library policy. A donor who desires the return of any materials not added to the collection should pick up or arrange for shipment of the materials on a timely basis and at donor's cost.
8. All departments of Seton Hill University must adhere to this policy in accepting potential donations for the library.
9. The library reserves the right to refuse unsolicited gifts that do not comply with this policy.
10. The donor is responsible for the delivery of the gift.

Signature: _____

Date: _____

Your signature signifies your acknowledgement and acceptance of the terms set forth in this document.

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Reeves Memorial Library

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