

## **Gift Policy**

### **I. Scope**

This applies to any individual or department who wishes to donate items to Memorial Library.

### **II. Reason for this policy**

Memorial Library welcomes donations that support the curricula of SUNY Cortland programs. The materials donated must meet the conditions described in this policy

### **III. Policy Statement**

#### **Criteria for Donations**

The library gladly accepts the following materials for the circulating collection:

- Materials that support the curricular and research needs of the college.
- Materials that are in good condition: clean, dry, and free of mold

The library does **not** accept the following materials:

- Materials in poor condition or exhibiting signs of mold or mildew.
- Textbooks
- Mass market paperbacks
- Electronic materials requiring obsolete software
- Magazines, newspapers and journals
- Atlases
- Duplicate copies of materials already held by the library
- Condensed books
- Books with highlighting, underlining, or annotation
- Encyclopedia sets
- Government documents
- Gifts to which the donor has attached conditions or restrictions
- Materials in outmoded formats (e.g., VHS or 8-track tapes, 5.25-inch computer disks, LPs, Betamax, or CDs)

### **IV. Responsibility**

The Library does not perform financial appraisals of donated materials. Such appraisals should be done prior to making the donation. Donors should speak with their tax accountant or attorney about the possibility of a tax deduction for the donation of material to the Library. If requested, an acknowledgement letter is sent to the donor.

All materials accepted become the property of the library without restrictions by the donor. If items do not meet the criteria described above, they will be donated to Better World Books or a similar charitable program.

Donors are strongly encouraged to review the criteria listed above for gifts/donations to set up an appointment for the transfer of materials using the [Donate Items to the Library](#) form on the Tech Help tab in MyRedDragon. If donors are unable to access this form, they can email [library@cortland.edu](mailto:library@cortland.edu) who will work with them to fill out the form on their behalf.

**V. Contact for clarification of this policy**

Please contact [library@cortland.edu](mailto:library@cortland.edu) for questions or clarifications

**VI. Last Revision**

February 2023

**VII.**