

## McKILLOP LIBRARY GIFT POLICY

The McKillop Library contains a dynamic collection of materials designed to support the current curriculum and programs of the institution. The library welcomes books and DVDs in “as new” or very good condition when they will enhance the strength of its overall collections.

The library is unable to accept the following:

- Books or DVDs already owned by McKillop Library
- Books that are not within the scope of collections or the curriculum
- Textbooks
- VHS videos
- Popular fiction such as mysteries, romance, or bestsellers
- Mass market paperbacks
- Books that are dirty, moldy, mildewed, or water-damaged
- Books with missing covers or pages
- Books with damaged binding or pages
- Books with writing, markings, or highlighting
- Warped soft-cover books

Small gifts (twenty-five unsolicited books or DVDs or fewer) may be delivered to the library’s Circulation Desk on the first floor of the McKillop Library. **It is highly recommended that you email a list of potential items for donation to [libacq@salve.edu](mailto:libacq@salve.edu) and then contact the collections services associate at 401-341-2296 so we can schedule an appointment with you.** The collections services associate will be happy to discuss your potential donation, and library subject specialists will examine proposed gifts to determine their physical condition and relevance to the collection.

McKillop Library cannot accept gifts with restrictions or conditions for its main collection. The library reserves the right to make decisions regarding their use and disposition, including cataloging, placement, and retention.

Because of space considerations and the potential costs of cataloging and processing, the library must examine large gift offerings carefully before accepting them. As necessary, on-site visits may be scheduled to evaluate whether the gift is suitable for McKillop Library’s collection. In the case of such donations, the director of library services will determine whether they will be added and will send a gift acknowledgement. Donors of large collections are encouraged to consider an accompanying monetary gift to help the library catalog, process, house, and preserve donated items.

Please note that by law the library cannot appraise gifts. If an inventory and professional appraisal is desired prior to donation, this is the responsibility of the donor.

Monetary donations are another way to support the library. Donors may choose to designate a fund which focuses on a particular subject area or topic. For further information on this option, please contact the director of library services, 401-341-2336.

## ARCHIVES AND SPECIAL COLLECTIONS

The university archivist and special collections librarian is always interested in discussing potential gifts materials relevant to the institutional history of the University or the educational mission of its curricula and the history of Newport. Please contact the archivist at [archives@salve.edu](mailto:archives@salve.edu) or 401-341-2172/401-341-2276. McKillop Library’s *Archives and Special Collections: Policies and Forms* webpage contains detailed information about the Salve Regina University Archives and Special Collections’ policies, criteria, and collection parameters:

[http://library.salve.edu/archives/archives\\_policies.html](http://library.salve.edu/archives/archives_policies.html)

## **SUGGESTIONS AND INFORMATION ABOUT DONATING BOOKS IN YOUR COMMUNITY**

If we cannot accept the materials you wish to donate, please consider the following options:

- The local public library may have an annual book sale or an ongoing store.
- There are book donation bins located in various spots in most communities. These bins are usually put in place by socially responsible programs dedicated to the reuse of materials.
- Rhode Island Resource Recovery Corporation lists local and online resources for books and CDs on their *Swapping, Selling, & Buying Used* webpage:  
<http://www.rirrc.org/reducing-reusing/reuse-give-or-get-stuff/swapping-selling-buying-used>

## **RECYCLING BOOKS**

If you live in Rhode Island, the Rhode Island Resource Recovery Corporation has information on their website about recycling books: <http://www.rirrc.org>

Paperbacks may be recycled whole. Hardcover must have their covers cut off; the paper can be recycled, but the covers must be put in the trash. Books with spiral or comb bindings should have the bindings removed; the paper can be recycled and the bindings must go in the trash.

## **CONDITION**

Please note that books in the following conditions should not be donated to **ANY** organization; they should be recycled:

- Dirty, moldy, mildewed, or water-damaged
- Damaged binding or pages
- Missing covers or pages
- Excessive writing, markings, or highlighting
- Warped soft cover books

## **WORKS OF ART OR OTHER MATERIALS INTENDED FOR DISPLAY**

McKillop Library has limited space for displaying works of art or other materials intended for display, such as award plaques, framed photographs, documents, etc. Display of such works is at the discretion of the library director. For that reason, gifts of materials intended for display should be discussed with the library director in advance of the donation, so that possible display spaces and time frames can be discussed in advance of the donation. If you are considering donating a work of art or other item intended for display, please contact the library director: (<http://library.salve.edu/directory.html>).

Once a gift of materials intended for display is made to the library, the material(s) will be displayed at the discretion of the library director. Materials are not kept on display permanently. The library may need to take down items on display in order to make its own displays in support of the library's educational mission.

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