McKILLOP LIBRARY GIFT POLICY

Gifts of library materials (books, DVDs, etc.)

The McKillop Library contains a dynamic collection of materials designed to support the current curriculum and programs of the institution. The library accepts books and DVDs in good condition. The library does not accept gifts of journals, periodicals, VHS tapes, or newspapers.

The library will accept up to twenty-five (25) unsolicited books or DVDs that are delivered to the Circulation Desk on the first floor of the McKillop Library. If you have a gift of more than twenty-five items to donate, please contact the Collection Services Librarian at 401-341-2687 or via email at lewisj@salve.edu. The Collection Services Librarian will be happy to discuss your potential donation.

The University Archivist and Special Collections Librarian is always interested in discussing potential gifts of unique materials related to the institutional history of the university or the history of Newport. Please contact the Archivist at archives@salve.edu or 401-341-2276.

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.

RECYCLING BOOKS

If you live in Rhode Island, the Rhode Island Resource Recovery Corporation has information on their website [http://www.rirrc.org] about recycling books. In sum, paperbacks may be recycled whole. Hardcovers 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

Books in the following conditions should not be donated to ANY organization; they should be recycled:

- Dirty
- Moldy
- 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. In general, materials should not be kept on display permanently, since constant exposure to light is typically damaging to materials. Also, 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. Items that are not on display in the Library proper may be displayed in the Archives or stored there for safekeeping.

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