

## McKILLOP LIBRARY GIFT POLICY

McKillop Library will consider accepting gifts of books and DVDs in “as new” or very good condition when they will enhance the strength of its collections. Small gifts in good condition (twenty-five books or DVDs or fewer) may be delivered to the library’s circulation desk on the first floor of the McKillop Library. Potential gifts of over 25 items are not accepted without prior review and approval by the library director.

To request review of a potential larger gift (over 25 items), please email a full list of potential items for donation to [libacq@salve.edu](mailto:libacq@salve.edu). Library staff will arrange to review and examine proposed gifts to determine their physical condition and relevance to the collection. On-site visits may be conducted.

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

Library staff cannot appraise gifts. If an inventory and professional appraisal is desired prior to donation, this is the donor's responsibility.

The library is unable to accept the following materials:

- 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

### ARCHIVES AND SPECIAL COLLECTIONS

The university archivist and special collections librarian is interested in discussing potential gifts materials relevant to the institutional history of the University, the educational mission, and the history of Newport. Please contact [archives@salve.edu](mailto:archives@salve.edu). For policies, criteria, and collection parameters see:

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

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

All potential gifts of materials intended for display should be discussed with the library director in advance. McKillop Library has limited space for displays. Display of such works is at the discretion of the library director, and any donated materials are not kept on display permanently.

## SUGGESTIONS AND INFORMATION ABOUT DONATING OR RECYCLING BOOKS

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

- Your local public library may have an annual book sale or bookstore.
- There are book donation bins located in various spots in most communities.
- Rhode Island Resource Recovery Corporation has information on their website about recycling books: <http://www.rirrc.org>

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