

# LIBRARY & FRIENDS OF THE LIBRARY DONATION POLICY

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Governors State University Library & Friends of the Library (FOL) welcomes donations of materials for our collection. Gifts enhance our existing collection and support the University's commitment to excellence in research and instruction. All donated items are carefully reviewed by Faculty Librarians who determine which materials will be added to the collection.

Donations are accepted with the understanding that all materials become the property of Governors State University Library and are dealt with according to Library needs. These needs may include but are not restricted to being placed in a Library or FOL Book Sale. Proceeds from these sales are a valued source of revenue for the Library. Donation drop off is located on the Library Balcony. The Library is located on the 2nd floor (D2400). Donations left at any other location will not be accepted. Donors interested in making sizeable donations should contact our Donations Facilitator (Larissa Smith, [lsmith14@govst.edu](mailto:lsmith14@govst.edu) (708) 235-7500) in advance.

Acceptable items include: clean books, DVDs, CDs and VHS cassettes. Other items must be approved by the Donations Facilitator in advance.

The library cannot accept items that violate copyright, instruction manuals (i.e. printers, appliance, etc.), instructors' editions of textbooks, neglected books (i.e. moldy, dirty, wet, bug infested, loose pages, missing pages, ripped or no cover), photocopies (i.e. internet, books, articles etc.), printed copies of journals and magazines, personal journals, or junk mail.

The Donations Facilitator reserves the right to decline an offer of material that is already held in the collection or that does not meet collection needs as indicated above. Federal Tax regulations prohibit the Library from appraising or estimating the value of gifts. All gifts will be acknowledged upon request. Such requests must be submitted in writing and included with the donated items.

August 22, 2019

# Donations to GSU Library

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Total number of items donated by format:

Book(s) \_\_\_\_\_ DVD(s) \_\_\_\_\_ VHS (s) \_\_\_\_\_

Audio (specify) \_\_\_\_\_ Misc. \_\_\_\_\_

GSU Faculty/Staff? Yes No Department Yes No \_\_\_\_\_

GSU Student Yes No Community member Yes No

Acknowledgment unnecessary, thanks

Please provide requested below information **ONLY** if you need donation acknowledgment letter

Formal name \_\_\_\_\_

Street address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

E-mail \_\_\_\_\_

Please allow four to six weeks for the acknowledgment letter to arrive from the GSU Foundation