

# LIBRARY & FRIENDS OF THE LIBRARY DONATION POLICY

---

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 what 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 of materials, are encouraged to contact our Donations Facilitator (Larissa Smith, [lsmith14@govst.edu](mailto:lsmith14@govst.edu) (708) 235-7500) in advance.

- Acceptable donation include: clean books, DVD's, CD's, etc.
- Unacceptable donations include: items that violate copyright, Instruction manuals (i.e. printers, appliance, etc.), neglected books (i.e. moldy, dirty, wet, bug infested, loose pages, missing pages, ripped or no cover), and photocopies (i.e. internet, books, articles etc.), personal journals and 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. Due to Federal Tax regulations, the Library is prohibited from giving appraisals or estimated value of gifts. All gifts will be acknowledged upon request. Please allow a two to three weeks turnaround time regarding any gift acknowledgements.

# 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