

Arizona State University (ASU) Libraries Donation Policy

(web version—2/2008)

ASU Libraries Mission

The ASU Libraries are settings, both virtual and physical, in which to uncover, discover and learn. We provide seamless access to collections and services for students, faculty, ASU's partners, and the community to promote the New American University's goals of access, excellence, and impact. Our service-oriented staffs support virtual and physical environments that assure access to data, information, and knowledge resources, and strive to foster information competence and critical thinking skills.

Donation Policy

The ASU Libraries are very selective, and will only accept print and digital donations of distinctive impact that will enable the instructional and research mission of the University. Monetary donations are especially welcomed and may be required to help defray the costs of processing and storing donated items. Donations of these kinds are noteworthy and constitute one of many ways in which the ASU Libraries acquire materials.

The ASU Libraries generally do not accept unsolicited gifts of books or magazines. Materials left with the ASU Libraries, but not selected for the ASU collections, will be disposed of at the discretion of the Libraries.

If you are interested in finding out more about how to make a donation to the ASU Libraries, please contact Debra Rose at 480-965-7039 or email: Debra.Rose@asu.edu

Donation Criteria

Suitable Donations include:

- Monetary Donations
- Unique and scholarly publications, both physical and digital, in disciplines supporting current ASU curriculum or research;
- Specialized research materials;
- Foreign language publications supporting current ASU curriculum or research;
- And materials in non-traditional formats (including compact discs, scores, videos/DVDs, photographs and manuscripts) that use current technology, if appropriate.

Unsuitable Donations include:

- Materials that do not currently support ASU instructional or research programs;
- Popular trade paperbacks or popular magazines (e.g., *Newsweek*, *National Geographic* or *Arizona Highways*);
- Scattered or single volumes of a multi-volume set;
- Scattered or single issues of journals unless they fill significant gaps in a title that support current curriculum or research programs;
- Materials in poor condition;
- Materials in outdated formats (e.g., LP sound recordings, computer manuals, etc.);
- And textbooks.

Library staff may request a list of the offered materials to determine whether they meet the posted criteria. In special cases, library staff may arrange for an examination of the offered materials prior to accepting or declining the donation.

Accepted Donations

The donor is responsible for delivery of gift materials to the ASU Libraries. In unusual circumstances, assistance may be provided when located in the Phoenix metro area.

When donations are accepted by the ASU Libraries, donors will receive a letter acknowledging their gift signed by the University Librarian. This letter can be used to claim a tax deduction for charitable giving. The University Libraries and library staff are prohibited by law from appraising the value of gifts for tax purposes. The local telephone directory lists appraisers; also, the ASU Libraries can provide a list of appraisers in the Phoenix area.

Once a gift is accepted, it becomes property of the University. Library staff will determine whether the gift will be retained, where it will be located, and how it will be catalogued or circulated