Courtright Memorial Library

Materials Donation Policy & Guidelines

New ☐Revised ☒
Last Review Date: 05/30/2025 Approved Date: 06/06/2025

These policies and guidelines apply towards materials donations intended for the library's circulating collections.

***Archival donations** will be addressed by the University Archivist and should follow archival donation procedures. Email the **Archives** for more information.*

Donations to the Courtright Memorial Library

The Courtright Memorial Library is in many situations unable to accept items offered as material donations to our circulating collections. As we continue to navigate restrictions, including reductions to staff and space, and align with the practices of many of our peers (both academic and public), the Courtright Memorial Library is only able to consider donations in specific contexts. All materials must comply with the library's collection development standards.

What we can consider:

- Books and relevant media items published or released within the last two years.
- The most current iteration of items that are published as a series or in revised editions.
- Materials actively being used in current courses (intended for course reserves).
- Unique or rare items as aligned with our collection development standards.
- Materials authored by alumni, faculty, or staff or those that involve the University in some way.
- Materials actively sought by library staff.
- Materials associated with university programs, groups, or courses.

What we cannot consider:

- Large, bulk donations, including home or office relocations.
- Materials older than the previous 2 years, unless they are the most current iteration of items published as a series or in revised editions.
- Textbooks, unless they are currently being used in a course and a professor name and/or course number are provided.
- Reference materials like encyclopedias, dictionaries, indexes, etc.
- Outdated media including LPs (vinyl records), VHS, or cassette tapes.
- Materials that are broken, defective, excessively damaged, or suffering from water damage, mold, excessive dust, infestations, or other damage.
- Periodicals or journals.
- Unsolicited materials, including materials left at the library or sent to the library by institutions, publishers, authors, vendors, or other individuals.

See below for the process for donating to the Courtright Memorial Library; please note that all communications, including questions about exceptions, should be emailed to Library Technical Services.

Guidelines for Materials Donations

If the materials you are interested in donating meet the criteria above, please follow these steps

1. Contact the appropriate subject liaison or the Technical Services Librarian via e-mail at Library Technical Services
2. The Liaison or the Technical Services Librarian will reach out to the potential donor regarding the size, subjects / content areas, condition and age of the items, and nature of the intended donation. The Technical Services Librarian will then work with potential donor and appropriate library liaisons in reviewing the donation regarding alignment with library needs, a process which could take several days.
3. The Library will **not** take walk-in donations, nor donations left at the building.
    a. All donations must be approved by the Technical Services Librarian prior to it being brought to the Library.
    b. If a donation is brought to the library without approval from the Technical Services Librarian, it will be refused. *Please see step #1.*
    c. Any donations left at the building without approval from the Technical Services Librarian will be discarded.

4. If the Technical Services Librarian approves the donation, they will send the donor the Gift-In-Kind Acceptance Form which must be completed and either returned via email prior to the donation being dropped off or physically attached to the donation itself.
    a. Any approved donation received without a Form will not be processed.
5. The Technical Services Librarian will then arrange a time and date for the donor to bring the donation to the Courtright Memorial Library (138 W. Main St. Westerville, OH, 43081).
6. Material donations valued over $500 or that include a request for a tax receipt will be processed in cooperation with Otterbein's Office of Institutional Advancement.

Notes for on-campus users:

- There are processes available for recycling materials – Mail Services can handle smaller shredding and Facilities Services can coordinate larger shredding services.
- Facilities Services can provide boxes for cleaning out offices.

Evaluation and Disposition of Donated Materials

If the library does accept a donation, materials included in the donation will be evaluated by the same criteria applied to the acquisition of new materials under the guidance of our Collection Development policy. The Courtright Memorial Library may refuse and/or will not accept any materials donated that fail to align with our Collection Development needs, or that do not meet federal and state laws.

Even, should a donation be accepted, not all items included in a donation may be accepted into the library collection. Any materials not accepted into the collection will be disposed of as we see appropriate; methods may include resale or recycle. Any funds received from resale of items will benefit the Courtright Memorial Library.

Delivering Donated Materials

The library does not have sufficient staff to pick up gifts; therefore, all gifts must be delivered to the Library. If the donation is approved, the Technical Services Librarian will arrange for a time and date for the donation and accompanying Form to be delivered to the library. The Library reserves the right to refuse any donation brought without prior conversation with the Technical Services Librarian. Any approved donation without a Form attached or previously emailed to the Technical Services Librarian will be discarded. Any donations left at the building without approval by the Technical Services Librarian will be discarded. The library reserves the right to selectively retain only those items aligning with institutional or collection needs and to discard any items not meeting those needs even from within accepted donations.

Appraisal of Gift Materials

Federal law prohibits the Library, as recipient of the gift, from appraising any donation. Furthermore, the Library will not pay for an appraisal used for the donor's tax purposes. If you wish an appraisal for tax purposes, you must obtain one at your own expense prior to donating your materials to the Library and include a copy of that appraisal with the donation. Once the donation enters our processing workflow, appraisers cannot be accommodated. You can learn more about the appraisal process at appraisers.org. Learn more about gift taxes and IRS standards at irs.gov.

Acknowledgement of Donation

If your gift is valued at less than $500, and if you did not request a tax receipt, you will receive a Letter of Acknowledgment that will indicate the total number of items donated. Letters of acknowledgement will be generated at the end of the Fiscal Year. This letter is not a tax receipt, and the Letter of Acknowledgement cannot be used for tax purposes. Please indicate on the Gift-In-Kind Acceptance form if you wish a tax receipt, or if you have a value to assign to your donation. If your donation is valued over $5,000, a certified third-party appraisal and IRS form 8283 is required. Please work with the Technical Services Librarian & Otterbein's Office of Institutional Advancement if your donation is valued at over $5,000.

Questions

- For materials donations, please contact the Technical Services Librarian via email at Library Technical Services.
- For donations intended for our Archival collections, please contact the University Archivist via email.
- For monetary donations intended to support the Friends of the Courtright Memorial Library, please email the Program Coordinator via e-mail with ATTN: Program Coordinator in the Subject Line or check out our Friends of the Library LibGuide.

Related Otterbein Institutional Advancement Policies:

- *Gift Acceptance: Section 2, Gift Types Policy, GA- 3, Institutional Advancement, Last Revised October 2018*
- *Gift Acceptance: Section 2, General Overview; GA- 1, Institutional Advancement, Last Revised October 2018*
- *Coordination of Fundraising Activities and the Acceptance of Private Gifts: Authority to Conduct Fundraising; ACF- 1, Last Revised August 2016*

- *Gift Acceptance: Gifts-in-Kind; GA- 2, Institutional Advancement, Last Revised August 2016*

To be revised by Technical Services Librarian every 3 years or as needed.
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