

Gifts and Donations Policy

If you are interested in providing Metro State University's Library and Learning Center with a gift or donation, please complete the form on the next page.

The Library may accept donations of library materials and monetary gifts designated for the purchase of library materials in accordance with the following criteria. **All donations must be accompanied by a complete title list compiled by the donor:**

1. Materials received as gifts, whether print, audiovisual, software etc., will be evaluated by the same standards that apply to new materials being selected. All gifts received should contribute to the mission of the university and relate to the curriculum.
2. Since Metro State University does not intend to develop a comprehensive, retrospective print collection, items with a publication date more than ten years in the past will only be added to the collection if the items are essential in their discipline. For similar reasons, we generally do not add journal or magazine issues, items that are in a dated format (VHS tapes, LPs, etc.), duplicate items, or textbooks.
3. All donated materials are within Metro State University Library's jurisdiction for decision on adding to our collection, or being discarded in any way that library determines is appropriate. Items that are not added to the library's collection may be sold, donated to other organizations, or recycled.
4. The University Foundation will provide donors with a letter acknowledging their donation and stating the approximate number of items donated. **The donor must prepare a complete list of all titles with each donation, whether or not the donor wants acknowledgement.** *Any appraisals of gift materials are the responsibility of the donor.* The library cannot legally provide an appraisal or estimate of the value of the donated material.
5. Generally, the library will not accept gifts with conditions as to their disposition and location. Gifts considered of archival significance require conversation with the library dean.
6. Generally, the donor is responsible for delivering the items to the library, after appropriate consultation with the library dean.
7. Persons who are considering donating individual items of significant value, i.e. more than \$500 **or** more than 40 items, should contact the library dean to discuss whether there is a place for these items in the library's collections. In particular, retiring faculty should meet with the library dean prior to donating very large collections.

If you wish to discuss a potential donation or have questions about this policy, please contact the library at library.services@metrostate.edu.

Policy Created: October, 2010

Last Revised: December 2019

Metro State University
Library and Learning Center
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Your gift is important in helping to expand minds, empower individuals, and develop our library collection. Thank you for your generous donation.

The donor must prepare a complete list of all titles with each donation, whether or not the donor wants acknowledgement.

Donor's name: _____

Donor's address: _____

Donor's phone number: _____

Description of donation: _____

Donation's estimated value: _____

I do not wish to receive an acknowledgement letter for (tax purposes).

I understand that, by giving this donation, I am granting unconditional jurisdiction of the donated materials to the Metro State University Library, and that from the date described below, the Library makes the final decision on the use and/or disposition of the materials. (See full policy on reverse):

(Signed) _____

Date: _____

Received at Metro State University library by:

(Library employee) _____

Date: _____

For office use only:
Shelving location: Archives 1st Floor Workroom Shelves