

3341-3-61 University Libraries Gift Policy- Undergraduate

Applicability	All University units
Responsible Office	Office of the Provost
Responsible Administrator	Dean of University Libraries

(A) Policy Statement and Purpose

This policy provides general guidelines and rules for giving to the university Libraries.

(B) Policy

Gifts in kind are essential for enriching the quality and range of the university Libraries' collections. This is most true when items are rare or unique. Bowling Green State University Libraries welcomes and solicits such gifts when items support the teaching, research, and other collection needs of the university. Such materials are useful, enduring additions to its resources. These include books, manuscripts, sound recordings, and other objects.

However, in many cases, collection managers will not add materials to the holdings for a variety of reasons, which may include: duplication of existing titles, poor physical condition of the gift, or the materials do not fall under the collection scope of the library. Gifts not selected for the library may be sold or recycled for the benefit of the library. Additional specific information is found and updated on the university Libraries site <http://www.bgsu.edu/library/about/GivingtotheBGSULibrary.html>.

BGSU Libraries also accept funds for the purchase of items, which enhance existing collections and support BGSU instructional and research programs. For more information about how to donate money, visit our Giving Opportunities page.

Registered Date: March 24, 2015