

Appendix B – Donor Agreement Form and Donation Policy

- I. All gifts accepted by the Library are subject to the same selection and retention policies and criteria as materials acquired by purchase. Prospective donors are asked to provide a list of titles with their ISBNs and publication dates to the Collection Strategies Librarian for review. The Library cannot accept donated journals or audio-visual material. Since library staff is limited, we do not provide written inventories of donated items to the donor. *Walk-in donations or unapproved drop-offs cannot be accepted.*
- II. Accepted items not added to the collection will be disposed of at the discretion of the Library in one or more of the following ways:
  - a. Given to other libraries or non-profit organizations
  - b. Sold through the Library's continuing book sale, or to other libraires, or to book dealers
  - c. Discarded
- III. Gifts will not be accepted that require extraordinary expenditures by the Library for their maintenance, administration, or safeguarding unless funds or endowments for these purposes are provided by the donor. The Library will absorb normal costs associated with the selection, processing, and disposition of gifts it accepts; however, due to space limitations, gifts will be very selectively accepted.
- IV. Most gifts will be considered for inclusion in the Library's circulating collection. Gifts of rare books or items of interest to local or Fairfield University history may be referred to Archives and Special Collections for consideration and will be subject to the Archives and Special Collections policy.

**DiMenna-Nyselius Library Donor Agreement Form**

**Donor Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I agree to donate the list of items attached to the DiMenna-Nyselius Library at Fairfield University.

I have read the attached Donation Policy and agree to place no conditions on the use or retention of these materials, which will become the exclusive property of the Library upon receipt.

**Donor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_