Collection Donations Policy
LIU-Post, B. Davis Schwartz Library

The B. Davis Schwartz Memorial Library accepts donations of books and other materials that support the research and teaching mission of the University. Especially welcome are items that will have significant importance to the library’s collections based on their subject matter or rarity. Due to the high cost of processing donations, the Library reserves the right to decline gift offers at its sole discretion.

Donated materials will be evaluated in accordance with criteria consistent with the Library Collection Development Policy (http://www2.liu.edu/cwis/cwp/library/acq/policy.htm). Upon receipt, materials become the property of the Library and will be reviewed by appropriate library personnel. Materials that are in poor condition, duplicate existing holdings, or fall outside the scope of the Library Collection Development Policy may be immediately disposed of through sale, donation, or discard. Once items are accepted, the Library is responsible for determining the retention, location, cataloging treatment, and other considerations relating to the use or disposition of these materials.

An official letter acknowledging these gifts will be sent to donors, which they may use for tax purposes. In accordance with United States tax regulations, the Library is not permitted to make appraisals of gifts. For IRS reporting purposes, it is the responsibility of the donor to arrange for an independent appraisal by a qualified professional prior to the donation and to keep records of the individual items donated and the value attached to each. For more information, refer to United States tax regulations, particularly 561 “Determining the Value of Donated Property,” 526 “Charitable Contributions,” and 8283 “Noncash Charitable Contributions Appraisal Summary” (http://www.irs.gov/formspubs/index.html).

In general, the Library considers the following to be not acceptable as donations for the circulating collections:

- Gifts to which the donor has attached conditions or restrictions, such as retention, housing, classification, and use
- Religious recruiting materials
- Government documents
- Publishers galleys/unfinished review copies
- Workbooks/lab manuals
- Audio Books
- Advertising materials/promotional pamphlets
- Outdated media formats: Laser Disks/VHS/LPs(exception: rock or jazz)/Cassette tapes
- Mass media paperbacks
- Books with labels such as Instructor’s Edition, Desk Copy, Examination Edition, Publisher’s Review Copy
- Damaged and/or brittle materials
- Materials that may be affected by mildew or mold
- Materials heavily marked by pen or pencil
- Materials discarded by other libraries

**Contacts for Gift Offers**

For general inquiries and information contact:

Kathleen Burlingame  
Technical Services Librarian  
(516) 299-2848  
Kathleen.Burlingame@liu.edu

For donation of rare books, manuscripts, and archival materials contact:

Jarron Jewell  
LIU-Post Archives & Special Collections  
(516) 299-2880  
jarron.jewell@liu.edu

**Alternatives to Donating to the Library**

Materials not suited for LIU-Post’s Library collection may be donated to other organizations. The following is a list of selected local and national charitable organizations accepting book donations:

Better World Books  
http://www.betterworldbooks.com

Books for Soldiers  
http://booksforsoldiers.com

Books for Africa  
http://www.booksforafrica.org

Goodwill  
http://www.goodwill.org

NYC Books Through Bars  
http://booksthroughbarsnyc.org

rev. kmb, 03/06/2014