



Donation Policy

General Guidelines

University of Memphis Libraries accepts gifts of printed materials on a limited basis. Due to the high cost of managing the gift process the Libraries only accepts materials that meet existing collection development policies and aid in achieving the University of Memphis's teaching and research mission. The Libraries reviews all donations prior to acceptance. To facilitate this review, the Libraries may request a bibliographic list. Donations to Special Collections or Government Publications are not covered under this policy.

Due to IRS regulations, University Libraries' employees are not permitted to appraise donations to the Libraries. Donors seeking appraisals should make arrangements for a third-party valuation or appraisal prior to the donation.

Disposition of gift materials

Donated materials that are accepted into the Libraries' collection become the property of the University Libraries. These items will be cataloged and shelved in the appropriate subject classification area according to the Library of Congress classification system. The Libraries cannot maintain separate, named collections.

Donated items that are deemed unacceptable to add to our collection because of condition, content or format are donated to a non-profit organization or disposed of at the discretion of the libraries. University Libraries reserves the right to evaluate, select, and dispose of donated materials in the best interest of The University of Memphis.

Please note the University Libraries does **not** accept the following materials for donation:

- Textbooks published more than five years prior.
- Materials that contain mildew, mold, water damage, foxing or oxidized pages, excessive dust, or dirt.
- Items that are annotated, missing pages, covers, or have spine damage.
- Annuals, yearbooks, dissertations, Reader's Digest & Time-Life books, encyclopedias, procedural law books, custom course packets, phone books, directories, indexes, tax and government documents.
- Editions such as international, review, exam, complimentary, free, advanced, not for sale.
- Any AV materials, including audio cassettes, VHS tapes, vinyl records, computer software, DVDs, Blu-Ray discs, audiobooks, CDs, video games.
- Any journals, including microfilm, newspapers, magazines.

- Any materials that do not meet the Libraries' collection development needs.

The University of Memphis Libraries' Special Collections welcomes donations of Memphis-related materials, regardless of format. For donations to Special Collections please contact the archivists at lib_sc@memphis.edu or 901-678-2210. For donations to Government Publications please contact the librarians at lib_govpub@memphis.edu or 901-678-4455.

Process for Accepting Donations

All donors must contact the Acquisitions and Collection Development Librarian prior to donating. The contact information is lib_acq@memphis.edu. Donors will be asked to provide a description and possibly a list before the donation will be considered. Upon donation acceptance, a library representative and donor will complete and sign the gift form. The donor is responsible for delivering the material to the Libraries. One box or less can be dropped off at the circulation ("Check-out") desk at McWherter Library at any time during our hours of operation. If the donation exceeds one box, the donor must make arrangements to deliver materials to the McWherter Library loading dock. To schedule the delivery of an accepted donation, contact the Senior Facilities Coordinator or the Mail Room Clerk at lib_admin@memphis.edu. **Unapproved drop-offs will not be accepted.**