

Gift Policy & Form

University Libraries, University of Memphis

The University Libraries welcome, encourage, and appreciate gifts in support of the University's programs. Since processing costs are increasing, it is more and more important that donated materials undergo a rigorous and judicious evaluation. To promote efficient gift processing, gifts of materials are accepted by the Friends of the University Libraries. Materials to be added to the collection are processed after screening by appropriate library staff.

IT IS HEREBY UNDERSTOOD THAT THE MATERIALS ARE OWNED BY THE FRIENDS OF THE U OF M LIBRARIES FUND, WITH THE LIBRARY STAFF HAVING THE ULTIMATE RESPONSIBILITY TO DETERMINE RETENTION, TO THEIR DISPOSITION. Gift material not added to the collection shall be disposed of through an organized sale, through donation to other non-profit organizations, or transfer to other state or municipal agencies.

The appraisal of any gift is the responsibility of the donor and will be made by a third party. Acceptance of an appraised gift by the Friends group shall in no way imply an endorsement of the appraisal by the Libraries or by the Friends of the University of Memphis Libraries Fund.

Gifts of funds or material will be accepted if they will support university programs, are consistent with collection development policies of the Libraries, and provided that any restrictions attached to the gifts are acceptable to the Libraries and the University Administration.

I request that all material not needed by the University Libraries be donated to other area libraries.

Donor's name (print)

Date

Address

City & State

Zip

Donor's signature

Recipient