

UW-WHITEWATER LIBRARY GIFT POLICY

(Approved by the Library and Learning Resources Advisory Committee February 1989; rev. 11/23/04; rev. 12/12/14; rev. 12/6/2017)

1. Gifts may be accepted for Andersen Library by the Library Director or his/her designee.
2. Andersen Library will not accept any gift with special restrictions or conditions attached to it. The Library reserves the right to evaluate, select and dispose of the gift in the best interest of the University.
3. Andersen Library does not add legacy formats (e.g., VHS and cassette tapes) to the general collections. The Library reserves the right to decline donations of any material that will not be added to its collections.
4. In accordance with the [ALA/ACRL "Statement on Appraisal of Gifts,"](#) Andersen Library will not appraise any gift to the library.
5. A letter of acknowledgement will be sent to the donor upon request. However, Andersen Library will not provide the donor with an itemized list of all items received. If a list is provided by the donor, the receipt of the items will be acknowledged by Andersen Library.
6. Gift items that are added to the collection must meet the established criteria for library material selection and collection development.
7. Acceptance of gifts and selection of gift materials for the collection will be done in consultation with appropriate faculty and librarians.
8. Gifts of funds for library collection materials are always welcome. The donor may suggest a subject area and the librarian will select the titles.

I have read the above gift policy and agree that my gifts will be given in accordance with its provisions.

Donor Name (Printed): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-Mail: _____

I wish to receive a letter of acknowledgement.

Donor Signature: _____ Date: _____

Received for the Andersen Library by: _____

Library Staff: Please make a copy of this completed form for the donor to take home. The original should accompany the gifts down to the gift coordinator in Technical Services.