

# Leonard S. Washington Library

## Gifts Policy

The Leonard S. Washington Memorial Library (LSWM) welcomes gifts of books and other materials that enhance or develop the library collection. Acceptance of gifts, however, depends on the following criteria listed below. The LSWM Library has the right to reject donations when necessary or appropriate.

1. The same standards of selection will be applied to gifts as are applicable for purchased material. Primary criteria includes:
  - timeliness (published within the past 5 years)
  - scope
  - relevance to the Southern University at New Orleans academic programs
  - appropriateness of content and format
  - literary or scholarly quality
  - physical condition
  
2. Assigned LSWM library staff will review and screen donated material using the standards. Recommendations for collection additions will be forwarded to the Director for final approval.
  
3. The donor will be responsible for:
  - delivering donated material to the LSWM Library
  - filling out and signing a Donation of Library Materials form provided by the library (upon request of donee)
  
4. All donations become property of the LSWM Library and the library retains the right to dispose unneeded items in any way it sees fit (book sale, discard, donate).
  
5. LSWM Library will not place a value on gifts for tax purposes. Nor will the library provide an itemized list of donated items.
  
6. An acknowledgement letter, which functions as a receipt of goods, can be provided to the donor. All acknowledgement letters will be kept on file at the LSWM Library for a period of 2 years.