

FIT LIBRARY GIFT POLICY

General.

The FIT Library encourages the donation of gift books and other materials to enhance its collections.

Acceptance.

Donations of books, journals, non-print items, and other materials shall be accepted or declined by the Head of Acquisitions. Library faculty may cultivate gifts and assist in the determination of merit. Depending on the size of the donation, a title list and/or a site visit may be necessary. Factors to be considered in the acceptance/rejection include: condition of the materials (damage, mildew, etc) inherent value, relationship to the curricula, research interests, collections of the College, donor restrictions, and the capability to process the materials. The Library reserves the right to dispose of unwanted gifts by means of discard, transfer to other libraries, and sale.

Acknowledgement.

All gifts shall be acknowledged by the Head of Acquisitions and a permanent record maintained. Donors will receive a confirmation of the gift, including a brief description and item count. Depending on the size of the gift, a searchable capability within StyleCat permits a donor to view a “virtual” collection. The Head of Acquisitions oversees any further acknowledgment needs requested by the donor.

Restrictions.

Restrictions such as separate housing, perpetual retention, restricted access, etc. will be considered only in special circumstances, and must be approved by the Library Director in advance of the donation.

Appraisal.

The Library does not appraise gifts, a policy endorsed by the American Library Association and the American Booksellers Association. However, we maintain a list of qualified appraisers.

Internal Records.

A copy of each gift acknowledgement by the Library is kept on permanent file in the Acquisitions and Metadata Services Department and at the FIT Foundation.