

Acceptance of Gifts to the Cayuga Community College Library

The Cayuga Community College Library is pleased to consider gifts and donations of materials for possible addition to the collection, provided they support our curricula, are in good condition, and do not duplicate our holdings. The same criteria used for the selection of all other materials will be used in evaluating gift materials.

The Library retains the right to make the most advantageous use of materials it accepts as gift. Gifts of books or other materials are accepted but without any commitments as to final disposition and with the understanding that they are not necessarily to be added to the collection. Items not added to the collection will be disposed of at the discretion of the Library Director.

The same basic criteria used for accepting gifts apply to gifts for the Local History Collection. Materials are accepted only if they are to be added to the collection; all other materials will be returned to the donor. The final disposition of gifts to this collection will be made first to the original donor.

Gift materials will be shelved in the regular collection, on the Auburn or Fulton campus, where they are most useful rather than in a separate gift collection. Sets of books will not necessarily be kept together if their use is deemed greater by having them shelved separately.

As a general rule, the library does not accept materials that are not outright gifts. All donations and gifts become the property of the Library.

If the donor wishes, all materials deemed as gifts will be appropriately marked with a gift plate inside the front cover denoting the donor and in the case of memorials, the person(s) remembered.

I have read the above policy and agree that my donation may be handled accordingly.

Name _____

Address _____

Phone Number/Email _____

Date _____

Gift Plate Content _____