

GIFTS TO REEVES LIBRARY

Reeves Library will accept books, journals, videocassettes, DVDs, audiocassettes, and other items as gifts under the following conditions:

- The items must be an outright gift; that is, we will not accept items that the donor requests special handling for or the donor wants returned if we do not add to the collection.
- Donors must agree that if we do not add items to the collection, we can put the items on the library book sale table, offer them on duplicate exchange, or dispose of them.
- The following items are generally not accepted: old Bibles, textbooks, periodicals, any item that is contaminated by mildew or mold, has missing pages or plates, or is marked or underlined.
- Items added to the collection must meet all of our standard collection development policies.
- It is library policy that we will not assign a value to gifts. If a donor requests such an evaluation, the library asks that he/she contact a book dealer or an online out-of-print site.
- The library will send a letter of acknowledgement to the donor stating the number of items received.
- For large collections of items, the library prefers that the donor give us a list of titles so that we can check our catalog before making a decision.
- Contact Rita Berk at 610.861.1540 or berkr@moravian.edu for further information.

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