

# OCAC Library Donation Guidelines

## Statement:

Gifts of books and other materials are gratefully accepted by the Library, and have played an integral role in growing our collection and maintaining its diversity and vitality. Our students, faculty, and public patrons have benefited immensely from a dynamic library collection, and by making your donation, you contribute to that legacy. The Library is especially interested in materials that aid in research and understanding of art and craft.

These guidelines govern material donation to the library.

## Considerations:

The Library has several considerations involving donations, such as staff time to process and catalog materials, space to house materials, and any repair or preservation required. For these reasons, the Library cannot always accept offered gifts and materials. Once materials are donated, they become the property of the OCAC Library, and the Library has the right to use, donate, or dispose of given material.

- The Library can only accept materials in good to excellent condition
- Typically, the Library will not accept donations of audio cassette tapes, VHS, or incomplete runs of periodicals
- The Library will normally decline or re-donate materials that:
  - are not within the scope of our collection
  - duplicate existing holdings
  - require major repair or preservation
  - include donor restrictions that the Library cannot meet
  - are soiled, damp, contain mildew, etc.

The Library may use donations in the following ways:

- The material will be cataloged, processed and added to our collection
- The material will be donated to other departments within OCAC or to students and faculty for personal use
- The material will be donated to other libraries or universities
- The material will be donated to [Better World Books](#), an organization that resells used books, with all profits going to literacy charities.
- If damaged or otherwise unusable, the material will be recycled or disposed of

## Tax Information:

Gifts to the OCAC Library are considered charitable donations. Donors may fill out an [“In-Kind” donation form](#) which will be signed by the Library’s representative. The value of gifts cannot be estimated by the Library or OCAC staff, according to IRS guidelines. Appraisal is the sole responsibility of the donor. If you should choose to fill out an “In-Kind” donation form, the information provided will be forwarded to our development office, and you will receive an acknowledgment of your donation by mail.