

Kent State University Stark Campus Library DONATIONS POLICY

The Kent State University Stark Campus Library welcomes donations that fall within the scope of its most important collection development mission, that of supporting the curricula of the campus.

Before considering donating materials to the Library, please know that Kent Stark Library staff will review any donations that the library receives and determine if they will be added to the collection. Because of the time involved in both determining which donations will be added to the library and in processing the donations, the Library does not return donations that are not added to the collection and may discard those items.

The following lists will help individuals determine if their collections are suitable additions to the Kent Stark Library or if they may find a better donation venue elsewhere.

The Kent Stark Library **WILL** accept:

- Non-fiction items in excellent shape that have been published within the past five years.
- Fiction items in excellent shape that have been published within the past three years

The Kent Stark Library **WILL NOT** accept:

- Books in poor condition (for example: moldy, yellowing pages, highlighted or lined throughout)
- Paperbacks
- Textbooks
- Books Indicating They Are For Review Only
- Newspapers
- Journals
- Other items (videos, DVDs, CDs, etc.) that were published more than five years ago.

Due to IRS guidelines, Library staff are unable to appraise donations. A letter of appreciation for donations will be sent; if you want to be sure that you receive such a letter, please fill out the Donor Information Form.