

Rowan University Libraries Gift Policy

Update: September 23, 2016

Rowan University Libraries Mission

Rowan University Libraries supports the educational and research mission of Rowan University through the judicious selection, management, promotion, and training in the use of information resources and services as well as through the provision of an environment conducive to academic and social engagement and the promotion of intellectual curiosity.

Rowan University Libraries Collections Mission

The Rowan University Libraries provides resources, data and content that enhance research, promote excellence and support the curriculum of Rowan University. Rowan University Libraries is committed to coordinating the selection of materials both by those who develop and distribute them and by those who use them, and to ensure that all members of the Rowan University community, irrespective of location, have access to the same content.

Gifts in Kind

Rowan University Libraries does not accept unsolicited gifts. Donations of materials will be considered if they meet the criteria of offering a distinctive impact that will advance the instructional, learning and research mission of the University. Potential donors of item(s) which they believe meet(s) these criteria may contact the appropriate campus library listed below. In most cases, library staff will require a list of offered materials before bringing or sending any gift materials to Rowan University Libraries. Staff will review the list to determine whether the offered items meet the above criteria and to determine if they are already available at any Rowan University library. Items which are already owned by or accessible from the Rowan University Libraries general collections are not accepted by Campbell Library, but may be selectively accepted at the discretion of the CMSRU or RowanSOM Libraries. Exceptions may also be made for the Performing Arts Collection and for the University Archives and Special Collections. In special cases, library staff may arrange for an examination of the offered materials prior to accepting or declining the donation. See appendices for guidelines for specific special collections.

In evaluating potential gifts, Rowan University Libraries must remain cognizant of the significant resources required and the costs incurred in handling, processing, accessioning, cataloging, storing, conserving, preserving and providing access to contributed materials. The condition of an item may be considered when deciding whether to accept a specific donation. Rowan University Libraries may also require accompanying monetary donations to help defray the costs associated with processing, storing, and preserving gifts. All philanthropic gifts should be handled through the Rowan University Foundation.

Once a donation has been accepted, Rowan University Libraries will contact the donor regarding delivery and/or shipping instructions. Rowan University Libraries will not pay for the shipment of donated items.

Once donated, gifted items become the absolute and unconditional property of the University. There is no guarantee that any item given to any Rowan University Library, in any manner, will be added to the collection. Rowan University Libraries reserves the right to determine retention, location, cataloging treatment, and other considerations related to the use, maintenance, removal or disposal of materials without any obligation whatsoever to the person who donated the materials.

Gift Acknowledgment and Valuation

When donations are accepted by Rowan University Libraries, the donor will receive a letter signed by the Rowan University Foundation Executive Director acknowledging the gift. This letter can be used to claim a tax deduction for charitable giving. Appraisals of gifts in kind to Rowan University Libraries for tax deduction purposes are the sole responsibility of the donor. Rowan University Libraries and the Foundation do not appraise donated items. Any item(s) having a value greater than \$5,000 must have an outside appraisal performed and the donor must submit IRS Form 8283 for signature by the appropriate Foundation representative. A qualified appraisal can be made no earlier than 60 days before the date of the gift. Anyone who intends to claim a tax deduction for charitable giving should consult with a tax advisor regarding any applicable rules or conditions.

For More Information

Anyone interested in finding out more about making a donation to Rowan University Libraries may contact:

Campbell Library: Debbie Gaspar, 856-256-4963

Cooper Medical School of Rowan University (CMSRU) Library: Barbara Miller, 856-342-2523

Performing Arts Collection: Debbie Gaspar, 856-256-4963

Rowan School of Osteopathic Medicine (RowanSOM) Library: Jan Skica, 856-566-6802

Rowan University Foundation: R.J. Tallarida, Jr., 856-256-5413

University Archives and Special Collections: Special Collection Staff

Performing Arts Collection

The Performing Arts Collection at Rowan University follows the gift policies of Rowan University Libraries with the following additions and modifications:

Music scores already in the library collection are accepted if the Music Librarian determines that there is a need for multiple copies.

The following types of material are not accepted:

- Sets of performing parts that are not complete
- Sheet music of single, popular songs
- Pre-college-level instrumental method and instruction books
- Items intended for one-time use, such as pedagogical materials with workbooks or worksheets
- Pre-CD and DVD recording formats, except in extremely rare instances where the content is deemed particularly desirable for the collection and no newer format is available
- Archival and other miscellaneous materials such as concert programs, letters, and pamphlets, unless they have a specific significance to the library or music department and their respective missions
- Moldy, mildewed, or water-damaged items

University Archives and Special Collections

Due to the nature of these collections, a separate policy has been developed to address their specific needs and requirements. For more information, please contact the Archivist as noted above.