

LIBRARY DONATIONS POLICY

LAU Libraries welcome donated books and manuscripts that enhance its collections in support of the University's teaching and research needs. Professional and scholarly books and other donated materials must fall within the general scope of the Library's [Collection Development Policy](#).

Gifts are evaluated on the basis of present academic need, cultural heritage, and physical condition. Items that meet these criteria are cataloged and added to the collection.

All donations will be acknowledged in writing at the time of receipt, including the donor's name, a brief description of the items donated, and any applicable tax-related information.

All donations must also comply with the university [Fundraising and Gift Acceptance Board Policy](#).

As the recipient, the LAU Libraries are an interested party and may not perform appraisals of gifts for tax, inheritance, or other purposes. Any desired appraisals must be completed by the donor before the gift is transferred to LAU. While the LAU Libraries are grateful for the consideration of potential donors, the library acknowledges that each gift book incurs costs for the library in terms of review and processing time, including administrative costs, cataloging expenses, and other relevant fees.

I. General Guidelines

The following guidelines are offered to assist donors interested in giving gifts-in-kind, such as books, manuscripts, and other research materials. Based on these criteria, the Library retains the right to accept or decline all potential gifts.

Due to the high cost of managing the gift process, the Library's goal in accepting gifts is to:

- Acquire only materials that are highly relevant to the University's needs.
- Support the University's present academic disciplines and curricula.
- Sustain the research needs of faculty and students.
- Increase the depth of collections.
- Enhance the unique holdings of the Library's special collections.

The Library does not accept:

- Damaged books (including books with torn pages, evidence of water damage, mold, etc.).
- Books with highlighting, underlining, or annotations.
- Self-published books.
- Photocopied books.
- Outdated or superseded editions.
- Textbooks unless they are currently used in courses at LAU or are recent in the science field.
- An incomplete series of titles (volumes).
- Duplicate copies of materials already held by the library.
- A subject matter that is outside the scope of the collection.
- Titles that LAU Libraries cannot honor if there are donor restrictions as to readership or preservation conditions or any demands that contradict intellectual freedom.

- Computer and software manuals unless they are recent, and relevant to the academic program.
- Older, popular, trade paperbacks unless they are classic titles, rare or have a historical significance.
- Obsolete multimedia items such as VHS tapes, Audio cassettes, Vinyl recordings, etc., unless part of a special collection.
- Single issues and back runs of journals and magazines.

II. Disposition of Gift Materials

All accepted gifts that are added to the collection will be cataloged, and listed in the online public catalog.

The Director of Collection Management's prior approval is needed to maintain separate named collections. All donated materials are included in the general collection and shelved in the appropriate subject classification. Items may be returned to the donor only in special circumstances and with prior arrangement.

III. Process for Accepting Gifts

Donors are encouraged to discuss major gifts with the Director of Collection Management, the Collection Development Manager, and, when appropriate, the Library Archives Manager prior to the donation. Persons wishing to donate gifts of a smaller nature may contact the Collection Development Manager.

A. Exceptional Gifts

Note that exceptional gifts-in-kind also require approval by the concerned Director of Collection Management before being accepted. Exceptional gifts-in-kind include, for instance:

- Enormous print collections with more than 1,000 volumes.
- Collections of mixed media, multi-formats, or digital content.
- Collections that have a dollar value over \$5,000.
- Collections of a foreign language that fall outside our in-house expertise.

B. Library Donation Form

In order to make the donation process as efficient as possible and determine whether the materials are appropriate for the LAU Libraries, it is recommended that those interested in donating materials to the library do the following:

- Contact the Collection Development Manager ext.: 2279 (Gihade Costantine).
- Submit the Donation Form (see below) of Library materials that includes all materials: title, author, edition, ISBN number (if any), year of publication, and condition.

- Get an appointment to deliver the materials.
- Approved Donations following the submission of the Library Donation Form must be taken to the Collection Development Unit.
- They must be delivered between Monday and Friday during regular business hours, by the due date and time.
- For donors seeking a gift-in-kind tax receipt, the library will collaborate with the Development Office to issue the receipt in accordance with [LAU's Fundraising Policy](#)

Donations should only be delivered directly to the Collection Development Unit for efficient processing.

C. Delivering Materials

Before a donor submits materials, concerns regarding appropriateness, transportation, disposition, valuation, and processing should be handled. The packaging and transportation of resources to LAU Libraries are normally the donors' responsibility.

The Collection Development Manager reserves the right to evaluate the items and determine whether to accept, reject, or dispose of gifts in compliance with the mission of LAU Libraries and/or the availability of space.

IV. Gifts and Exchange (LAU LIBRARIES)

Concerning exchange, the institutions that donate any type of information resources on a regular basis to the LAU Libraries are given priority on our exchange list. If needed, exchange agreements may be drafted between the LAU Libraries and the concerned institutions.

Regarding donations, the criteria below should be prioritized:

- Libraries of "feeding schools."
- Other school libraries in the community.
- Public libraries in the community.
- Non-Governmental Organizations (NGOs) libraries.
- Libraries of cultural centers, social clubs, etc.

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