



## **BURRAGE LIBRARY DONATION POLICY**

Burrage Library accepts donations of cash, books, manuscripts, and archival material relevant to the history of Olivet College. Donations may be added to the collections or offered for sale with the proceeds used to purchase materials for the circulating collection.

Gifts are accepted under the following conditions:

1. The donor must have clear title and right to donate the items offered.
2. The Library cannot accept responsibility for gift materials that are delivered to the library without prior notice to and acceptance by the library.
3. The Library does not accept gifts that require storage in a separate location other than the Blair Rare Book Room.
4. All donations will be acknowledged by the Library in writing stating the number of items given.
5. The Library does not provide appraisals of donations. The Olivet College Development Office is able to acknowledge a donation at the value placed on it by the donor or at modest used material prices. The cost and occurrence of an appraisal is the responsibility of the donor.
6. Donations and gifts can be acknowledged by bookplates designating the person memorialized or honored. Requests for bookplates must be agreed upon between the Library Director and the donor.
7. Anonymity of gifts and donations will be honored upon the request of the donor.

Revised 11/06/89

Rev. August 28, 2007, J. Reiter