Edmunds Library
Northern Maine Community College

Gifts Policy

The E. Perrin Edmunds Library welcomes gifts of books and other materials for the collection that enhance the collection and support the mission. The following guidelines are offered to assist donors. Based upon these criteria, the library retains the right to accept or decline all potential gifts.

I. General Guidelines

Potential gift items shall meet one of the following:

   - Support the college’s current and evolving curriculum and academic programs
   - Support the research needs of faculty and students

Types of Donations that are not accepted:

Materials that are not in good physical condition, e.g., contain mold or mildew, tears, stains, highlighting, writing, water damage or are in any way impaired in a manner that results in limited or restricted use.
Materials that require significant restoration or conservation or unique storage, unless accompanied by appropriate funding.
Gifts on which a donor places restrictions that will negatively affect access to and use of the materials.
Textbooks.
Single issues of periodicals or broken runs of bound periodicals, unless they fill gaps in our current collection.
Outdated, superseded titles.
Outdated media formats
Materials which duplicate current holdings.

II. Process for Accepting Gifts

The Assistant Dean of Learning Resources ensures adherence to the Maine Community College policy on accepting gifts-in-kind and can authorize acceptance of collections on behalf of the college.
III. Disposition of Gift Materials

Since all gift materials that are added to the general collections are shelved in the appropriate subject classification, the library will not maintain separate named collections. Donors will be acknowledged with a bookplate and a thank you note.

Gifts that are not added to the collection may be disposed of by placing them on our free book shelf, donating them to another library, or charitable book donation program.

IV. Appraisal

The library does not appraise gifts. The donor is responsible for appraisal for tax purposes.

For additional information contact:

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