Charles C. Sherrod Library Gift Policy

General Guidelines

The Charles C. Sherrod Library will accept gifts of books and other materials that support the curriculum and research needs of ETSU. All gifts become the property of the library and may be retained or discarded in accordance with the needs of the library. The library will NOT accept materials on loan, or with conditions on retention, location, or access.

Gift materials must be in good physical condition, clean, and unmarked.

Faculty, alumni, and university publications will be gladly accepted, unless they are duplicates of materials already in the collection.

Except in special circumstances, the donor is responsible for the transport of materials to the library. The Dean of Libraries and his/her designate will determine when special circumstances exist.

Individuals wishing to donate materials to the library should contact Resource Sharing and Acquisitions (e-mail: libcontent@etsu.edu).

Acceptance and Retention of Gifts

The Sherrod Library reserves the right to accept or decline gifts. When possible, gift materials are previewed for suitability before being accepted. The library encourages donors to provide a list of materials, including author, title, date, and general condition of the material.

Possible reasons for declining gifts include:
- condition (badly damaged, moldy, bug-infested, heavily marked, etc.)
- format (mass market paperback, outdated media, etc.)
- subject matter (outside curriculum and/or research areas)
- duplication of materials already in collection

The library will not accept the following materials, except in special circumstances (to be determined by the Dean of Libraries and his/her designate):
- periodicals (magazines, journals, newspapers, etc.)
- textbooks (unless authored by a faculty member)
- law books
- loose-leaf books or loose pages in portfolios
- films and filmstrips, audio tapes, videotapes, floppy disks
- archival materials (these should be directed to the Archives of Appalachia, which has its own policies for accepting donations)

At the time of donation, the donor will complete the Gift Acknowledgement form. This document acknowledges that the donation is the property of Sherrod Library, and will be added to the collection or disposed of at the library’s discretion. The form will also constitute the
receipt for the donation, unless a formal letter of acknowledgement is requested. Such a letter will be issued by Resource Sharing and Acquisitions. It will include the number and kind of items donated, but will not include an itemized list.

Unsolicited gifts from authors, publishers, or organizations will not be acknowledged.

Materials that are not added to the collection may be disposed of through donation or sale to another entity, the state-mandated surplus procedures, or such other procedures as the library determines.

**Evaluation of Gifts**

The Sherrod Library is forbidden by federal law from offering appraisals of donations. If a donor requires an appraisal for personal records or tax purposes, he or she must obtain the appraisal prior to the donation. To locate professional appraisers, try the Antiquarian Booksellers’ of America ([www.abaa.org](http://www.abaa.org)) or the American Society of Appraisers ([http://www.appraisers.org](http://www.appraisers.org)).

Should a professional appraiser deem that the donation is worth $5,000 or more, a Gift-in-Kind form must be submitted to the ETSU Office of University Advancement and approved prior to the donation.

**Monetary Donations and Gifts-in-Kind**

Monetary donations and gifts-in-kind must be arranged through the ETSU Office of University Advancement ([http://www.etsu.edu/advancement](http://www.etsu.edu/advancement)).

Please contact Kelly Cisney, Director of Development, University Programs, by e-mail at [cisneyk@etsu.edu](mailto:cisneyk@etsu.edu), by phone at (423) 439-4743, or by mail:

ETSU Sherrod Library  
PO Box 70665  
Johnson City, TN 37614

**Book Plates**

Book plates may be put in books for collection donations, Gifts of Knowledge, or at the request of the donor.

**Catalog Notes**

Donor notes may be put in catalog records for collection donations, Gifts of Knowledge, or at the request of the donor.

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