

# THE WILLIAM R. and NORMA B. HARVEY LIBRARY

## Donation Policy

The Harvey Library welcomes donations from faculty, staff, students and the general public. Materials which are donated to the library become the property of Harvey Library. Donated materials are then evaluated based on collection needs. Material locations will be decided by library staff based upon library policies and procedures. The library does not accept the following materials:

- Items in poor physical condition or that would impose substantial conservation costs (exceptions may be made for rare or unique material)
- Issues of periodicals or magazines (exceptions may be made for important academic titles not held by the library or elsewhere in the University)
- Unpublished theses
- Electronic publications on handheld media (e.g. DVD, CD-Rom, VHS Tape) unless it is unique material.
- Materials that do not support the curriculum, teaching and research needs of the university.

The Harvey Library does not provide appraisal of materials. Additionally, the library does not arrange for pickup or disposal of unwanted materials. The library reserves the right to make decisions regarding items not added to the catalog. Some donations may receive book plates and special cataloging notes regarding their provenance. Please contact the Harvey Library at (757) 727-5372 for additional questions.