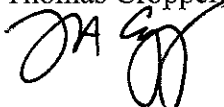


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Library Donations Policy
Policy Number:	AA 07-005
Policy Administrator:	Dean of the Library and Provost
Policy Initiator:	Rick Robison
Authority:	
Effective Date:	07/01/2012
Revised Date:	06/20/2012
Approved:	Thomas Cropper, President
Approval Signature:	

Purpose: To define the goals and priorities surrounding donations to the Library.

Scope: This policy affects all faculty, staff, students, and alumni of the California Maritime Academy.

Accountability: The Dean of the Library.

Policy: The Library accepts monetary and gifts-in-kind donations that contribute to the its mission of supporting Cal Maritime's educational curricula, programs, and campus community.

For gifts-in-kind, librarians will review donations to determine if they meet the purpose and needs of the collection. Once donated, all gifts-in-kind become the property of the Library and the Library does not guarantee use of these donations.

Procedures for Donations to the Library The California Maritime Academy

GIFTS-IN-KIND

The Library accepts gifts-in-kind donations that contribute to the Library's mission of supporting Cal Maritime's educational curricula, programs, and campus community. Once donated, all gifts become the property of the Library. Donations not added to the collection may be discarded, recycled or sold.

To donate items, first contact the Library at (707) 654-1090 or by email, library@csum.edu, with a description of the donation in order to facilitate an initial assessment of the donation.

In most cases, the examples of materials listed below illustrate what the Library will and will not accept.

The Library **WILL** accept items in excellent condition, such as:

- Hardcover books of fiction and non-fiction (most desired - copyright in past 5 years)
- DVD or Blu-ray videos (most desired - copyright in past 15 years)
- Travel Books (required - copyright in last 5 years)

The Library **WILL NOT** accept:

- Materials in poor condition (for example: moldy, yellowing pages, highlighted or lined throughout, loose spines, missing covers or pages, etc.)
- Materials that are outdated or in obsolete formats
- Materials already owned by the Cal Maritime Library
- Mass-market paperbacks
- Textbooks (*unless* current edition)
- Materials stamped or indicating they are "For Review Only" or "Discarded"
- Newspapers
- Single or scattered issues, incomplete volumes, or short runs of magazines or journals
- Encyclopedias or directories
- Outdated formats (VHS tape, cassette tapes, LP records, floppy discs, etc.)

Valuation of Donations - Federal tax regulations prohibit the Library from giving appraisals or estimates of value. Appraisal of donated materials for tax purposes is the sole responsibility of the donor.

GIFTS OF CASH AND PROPERTY

To make gifts of cash or property to the Library, please contact the California Maritime Academy Foundation at the Foundation Office at **(707) 654-1246**.

Gifts of cash and property, in excess of \$250 must be reported. Cash and securities in excess of this amount must be deposited in a library account through the California Maritime Academy Foundation.

The Library will provide a letter of acknowledgement, and, for gifts-in-kind, upon request can provide verification of the quantity and a brief description of the donated materials.