

## Gift Book Policy

The Law Library accepts gifts (books, periodicals, audio CD's, DVD's, flashcards, etc.) on a case by case basis. Donors with large collections of titles are encouraged to provide the library with a list of books available. Lists will be searched to see if the books are needed to fill gaps in the collection, replace worn copies, provide access to others in the Law School, etc. The Library reserves the right to reject or discard any books that do not meet the criteria set out in the procedures. The IRS prohibits the Library, as an interested party and recipient of the gift, from appraising the donated item. See IRS Publication 561. [www.irs.gov](http://www.irs.gov)

Any book in good condition not meeting the criteria in the collection development policy shall be made available to others through various means. Books often will be placed in the Law School lobby area for one week.

Donors are encouraged to deliver donations to the Law Library when possible. If that is not feasible, the Law Library may ask its employees to pick up the donation or hire students to do so. If an employee uses his or her own car for the pick-up, he or she will be reimbursed for mileage, according to University policies and adopted rates.