

## Corrigan Memorial Library Donation Policy

1. The library accepts materials that will enhance the collection, e.g., Theology, Church History, Scripture, Spirituality etc. The Library Director will ask for a **general subject list** before deciding whether or not to accept the donation.
2. Donations will be accepted with the approval of the Library Director.
3. The books should be in **mint condition**. The books in the donation must not have any highlighting, pen marks, yellowed page or be falling apart. Books that are stored in basements, attics, or other areas of building for prolonged periods of time **will not be accepted** due to the risk of mold damage to the rest of the collection. Exceptions may be made in cases of rare books or books dated prior to 1850.
4. The library will not accept textbooks.
5. Legally, only an appraiser hired by the donor can estimate the value of the collection. By law the library is not permitted to appraise the donation.
6. It is expected that the donor will bring or arrange the delivery of the collection to the library.
7. Donors are **required** to fill out a Corrigan Memorial Library donation form.
8. If requested, the Library Director will acknowledge the donation with a letter.
9. When books, periodicals, or other materials are donated to the Corrigan Memorial Library, it is understood that the collection becomes the property of the library and will be dispensed of in one or more of the following manners:
  - a) The materials will be added to the library collection if needed.
  - b) The materials will be sent to one of the other libraries supporting the St. Joseph's Seminary academic programs (Seminary of the Immaculate Conception or the Cathedral Seminary House of Formation) depending on the greatest collection needs.
  - c) Remaining books and periodicals may be sent at the Library Director's to where they could be service to the Catholic Church's mission (Ex. Theological Book Network, Charitable Organizations, Religions Communities and other local libraries).
  - d) The library reserves the right to dispose of any remaining materials in the manner that seems most appropriate.

**Our policy for accepting donations should always be consulted before permission is granted to donate materials to this library.**

June 6, 2017