

University Libraries Guidelines

Receipt of Gifts

The Pittsburg State University Libraries welcome gifts to enhance the value of the library collections for its users. Gifts-in-kind, monetary gifts, and items for the collections can be accepted and are appreciated.

Gifts-in-kind will be accepted with the understanding that they must meet the same selection criteria as acquisitions to be added to the collections. University Libraries reserve the right to determine the best possible collection placement and circulation policy for gifts in kind. Gifts that are not added to the collections may be handled in one of the following ways:

- Returned to the donor
- Sold and the revenue used to assist the library
- Offered to faculty or members of the university community
- Discarded (reserved for items in very bad condition or beyond repair)
- Given to another library

Due to federal IRS regulations the library is unable place a monetary value amount on gifts in kind for income tax purposes.

Monetary gifts will be deposited with the Pittsburg State University Foundation. When possible, these gifts will be expended in accord with the donor's request. When a donor request is inconsistent with University Libraries selection procedures or priorities, the University will contact the donor. If the University and the donor cannot mutually agree upon an alternative use of the funds, the gift will be returned.

For further information about gifts to Pittsburg State University Libraries contact:

Dean of Library Services

Pittsburg State University
1701 S. Broadway
Pittsburg, KS. 66762
(620) 235 - 4878