



## ***Gifts to the Library***

THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

The Library at Wesley Theological Seminary recognizes the value of book and other donations to the overall strength and character of our collections and is grateful for the generosity of donors who have contributed to the Library throughout the seminary's history.

### **Gifts Policy**

The Library does not accept unsolicited books or other print/media resources as gifts. As acceptance of gift books has implications on labor, staff time, and library space, potential gifts are evaluated in light of the Library's broader collection development plan, are subject to the same selection criteria used for the acquisition of new items, and should conform to the research and educational needs of Wesley Theological Seminary.

Certain items are not accepted, including: periodicals (e.g., journals or popular magazines); duplicate copies of items in the collection; outdated or superseded reference materials; general encyclopedias; outdated media (e.g., VHS, cassettes, or photographic slides); items that are in poor condition or are extensively marked up.

### **Procedures**

If you have books or other resources which you would like to donate to the Library, please contact the Director. For books, please provide a list of books which includes author, title, and publication year. Gifts of books and other library materials are accepted upon the discretion of the Library Director. The Library is not obligated to accept unsolicited gifts.

Items that are accepted become the property of the Seminary. Donors are requested to sign a waiver that transfers ownership of gift books to the Library. The Library will send a statement to the donor indicating the number and kinds of items received but does not assign any monetary value to the gift. Internal Revenue Service regulations may require that potential donors acquire an independent appraisal of gift materials before giving them to the library. The Library does not maintain or provide an itemized list of gifts received.

### **Special Collections (including Rare Books and Archival Materials)**

Please contact the Library Director regarding items which could qualify as special collections, including rare books and/or archival materials. If you wish to donate prints or artwork, please contact Dr. Aaron Rosen, Director of the Henry Luce III Center for the Arts & Religion at Wesley Theological Seminary ([arosen@wesleyseminary.edu](mailto:arosen@wesleyseminary.edu)).

### **For More Information**

Please contact the library at [library@wesleyseminary.edu](mailto:library@wesleyseminary.edu).

**LIBRARY GIFT AGREEMENT**  
THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

The Library at Wesley Theological Seminary recognizes the value of book and other donations to the overall strength and character of our collections and is grateful for the generosity of donors who have contributed to the Library throughout the seminary's history. Gifts should conform to the teaching and learning needs of the seminary and are subject to the selection criteria of the Library's collection development plan:

1. Gifts of books and other materials are accepted upon the discretion of the Director of the Library. The library is not obligated to accept unsolicited gifts.
2. Items that are accepted become the property of the seminary. No guarantee shall be made that any specific gift item shall be added to the collection, nor can restrictions be placed upon gift items. The library has the right to retain, use, sell, donate, or otherwise dispose of gift materials at any point after receipt of the item.
3. The following items are not accepted:
  - a. Periodicals (e.g., journals or magazines)
  - b. Duplicate copies of books in the collection
  - c. Outdated or superseded resources
  - d. General encyclopedias or dictionaries
  - e. Outdated media or technology
  - f. Items in poor condition or extensively marked up
  - g. Vanity press or self-published works
4. The library will send a statement to the donor indicating the number and kinds of items received but will not assign any monetary value to the gift. Internal Revenue Regulations may require that potential donors acquire an independent appraisal of gift materials before giving them to the library.
5. The library will not maintain an itemized list of gifts received.
6. Gift books that are in poor condition or are moldy or dirty will not be retained.

Thank you for your generosity and your contribution to the mission and ministry of the Library at Wesley Theological Seminary.

The undersigned agrees to the conditions stated above and transfers full ownership of donated books to the Library at Wesley Theological Seminary, with no restrictions on use or final disposition.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE / DATE

\_\_\_\_\_  
ADDRESS