

Donation Policy (General Collection, Non-Archival)

Due to limited storage, Mercer University Libraries generally does not accept donated print materials from the public. However, we do accept donations of faculty publications.

Mercer University Libraries does not place values on materials for the purpose of tax acknowledgements. The donor accepts responsibility for the valuation of gifts.

Types of Donations that are Generally Considered Inappropriate

- Materials that are not in good physical condition, e.g. contain mold or mildew, tears, stains, water damage or are in any way impaired in a manner that results in limited or restricted use. These are potentially harmful to existing collections.
- Large museum type artifacts. Such items cannot be accommodated by the Libraries.
- Gifts on which a donor places restriction that will negatively affect access to and use of the materials.
- Duplicate copies of materials already held by the library.
- Textbooks.
- Superseded or outdated editions.
- Computer and software manuals.
- Books with highlighting, underlining or annotations.
- Advance reading copies and uncorrected proofs.
- Condensed books.
- Mass-market paperbacks.
- Outdated media formats such as LPs, cassettes, VHS tapes, etc.
- Single issues or bound back runs of periodicals.

Process for Accepting Gifts

1. Donors will provide a title list, ISBN of items, and description of any gift before it can be considered.
2. Gifts delivered without prior arrangement or contact with the Libraries staff may not be accepted or acknowledged.
3. Contact Molly Kernan (478) 301-5643 for additional questions.