

**UNIVERSITY OF NEW ENGLAND LIBRARY SERVICES  
GIFT MATERIALS POLICY STATEMENT AND AGREEMENT**

<http://www.une.edu/library>

**Jack S. Ketchum Library, Biddeford Campus  
Josephine S. Abplanalp Library, Portland Campus**

University of New England Library Services welcomes donations of books, journals, audio/visual, or other materials or resources. Donated materials become the property of the University of New England. Materials are reviewed, and those items which are deemed appropriate are added to the collection. All gift items accepted will not automatically be added to UNE Library Services holdings. Some donated items may be placed on the Free Books Cart for students or faculty to take. UNE Library Services reserves the right to dispose of gift materials that are not added to the collection.

In general, UNE Library Services is interested in materials which have a fairly recent copyright date, and are in good physical condition: no water damage; no stains; no mold; no highlighted text; no writing in the margins; no tears; no warping; no ink stamps; etc...

The following Gift Materials Policy Statement and Agreement is designed to give the donor a clear understanding of the conditions under which gift materials may be accepted by UNE Library Services.

1. Donors must contact UNE Library Services, 1-207-602-2363, in advance of delivering gift materials. Gifts can be accepted only after they have been examined. Gifts left without prior notification and acceptance may be rejected and discarded.
2. UNE Library Services does not make bibliographies or lists of gift materials for the donor's use. Donors who want bibliographies or lists should prepare them before giving gift materials to the UNE Library Services.
3. UNE Institutional Advancement will send a letter of acknowledgment and thanks to the donor, stating the total number of materials donated.
4. **PLEASE NOTE:** IRS rulings preclude UNE Library Services from assessing the value of any donated materials. The donor is responsible for any appraisals.

I HAVE READ THE ABOVE STATEMENT ON GIFT MATERIALS AND I AGREE TO ABIDE BY THIS POLICY:

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