

Gift Policy

The library welcomes gifts or donations of books and other materials. A Gift Donation Form must accompany all materials accepted by the library.

Gift materials, whether solicited or unsolicited, are checked carefully against existing collections and added to them if deemed appropriate. Upon receipt, gifts become the possession of the Library. As owner, EOU Library has the right to determine retention, location, circulation, and other considerations related to storage, shelving, use, or disposition. Because we share the donor's concern that gift material be used, we may offer unneeded titles to other libraries, or to charitable efforts such as bookfairs.

The library cannot act as an appraiser. Upon acceptance of materials, the Library Director will acknowledge the gift in writing.

Lack of adequate space ordinarily prevents the library from preserving donated collections as intact separate entities. These are, in most cases, incorporated into existing general or special collections. The Library Director will determine if donated items meet the selection criteria for the library Archives, and if so, will indicate housing the items in that location.

Gift items added to the EOU Library collection may be memorialized with a special bookplate, provided by the library, at the request of the donor.

[EOU Library Gift Donation Form](#)