Donations to the Library

DONATION POLICY

The Jane Bancroft Cook Library is very selective, and will only accept donations of distinctive impact that will enable the instructional and research mission of the Library. Monetary donations are especially welcomed and may be required to help defray the costs of processing and storing donated items. Donations of these kinds are noteworthy and constitute one of many ways in which the Cook Library acquires materials.

The Cook Library generally does not accept unsolicited gifts of books, media or magazines. Materials left with the Cook Library, but not selected for the collections, will be disposed of at the discretion of the Library.

If you are interested in finding out more about how to make a donation to the Cook Library, please contact Alex Kostova at (941) 487-4400 (akostova@ncf.edu) or Jim Parker at (941) 487-4420 (jparker@ncf.edu).

DONATION CRITERIA

Suitable Donations include:

- Monetary Donations
- Unique and scholarly publications, both physical and digital, in disciplines supporting current curriculum or research;
- Specialized research materials;
- Foreign language publications supporting current curriculum or research;
- And materials in non-traditional formats (including compact discs, scores, videos/DVDs, photographs and manuscripts) that use current technology, if appropriate.

Unsuitable Donations include:

- Materials that do not currently support instructional or research programs;
- Popular trade paperbacks or popular magazines (e.g., Newsweek, National Geographic, etc.);
- Scattered or single volumes of a multi-volume set;
- Scattered or single issues of journals unless they fill significant gaps in a title that support current curriculum or research programs;
- Materials in poor condition;
- Materials in outdated formats (e.g., LP sound recordings, computer manuals, etc.);
- And textbooks

Library staff may request a list of the offered materials to determine whether they meet the posted criteria. In special cases, library staff may arrange for an examination of the offered materials prior to accepting or declining the donation.

ACCEPTED DONATIONS

The donor is responsible for delivery of gift materials to the Cook Library. In unusual circumstances, assistance may be provided when located in the Sarasota area.

When donations are accepted by the Cook Library, donors will receive a letter acknowledging their gift signed by the Dean of the Library. This letter can be used to claim a tax deduction for charitable giving. The library staff are prohibited by law from appraising the value of gifts for tax purposes. The local telephone directory lists appraisers.

Once a gift is accepted, it becomes property of Cook Library and the institution for which the gift was intended. Library staff will determine whether the gift will be retained, where it will be located, and how it will be catalogued or circulated.