

DUNWOODY

COLLEGE OF TECHNOLOGY

Library Book Donation Policy

Dunwoody College of Technology gratefully accepts in-kind donations of used or new printed materials to be considered for inclusion in the Library's collections. Acceptance of donations is based on Dunwoody's academic and curricular missions and in accordance with the Library's Collection Development Policy.

Donation Process

If you are interested in making a book donation, please make a list of the books you are donating (title and year of publication are sufficient) and a completed Book Donation Form. Both can be emailed to:

Marcus Seraphine
Head Librarian
Direct: 612.381.3306
mserseraphine@dunwoody.edu

- The donor is responsible for delivering the donation to the Library. Please contact Marcus Seraphine (above contact information) to coordinate a time.
- Library staff will contact you about the status of your donation within a week of delivery.
- The Library does not provide appraisals of value for tax purposes. If an appraisal is desired, it is the donor's responsibility to employ an independent consultant. Acceptance of a gift that has been appraised does not imply the endorsement of the appraisal by Dunwoody.
- All donations are acknowledged in the form of a letter, noting the number and type of materials donated (e.g., 10 paperback and 20 hardcover books).
- Donations are made with the understanding that the Library reserves the right to add the donation to the collection, but items may be donated, sold or discarded at the Library's discretion.

Items typically excluded from consideration

- Periodicals, magazines, newspapers or journals that are available through online databases
- Textbooks and handbooks
- Complimentary desk copies
- Multi-volume sets with missing volumes
- Any book in poor condition, including items damaged from water, mold or mildew; torn pages; highlighted or pencil marked pages; missing or ripped pages

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Library Book Donation Form

Donor Name: _____ Date: _____

Contact name (if other than donor): _____

Address: _____

Phone: _____ Email: _____

Donor affiliation:

Alumna/us Student Faculty Other

Number of books: _____

All donations are accepted with the understanding that they become the property of Dunwoody College of Technology, with the Library reserving the right to add the donation to the Library if it meets the needs of the collection. Items may be donated, sold or discarded at the Library's discretion.

Although your donation will be acknowledged as an in-kind gift, Dunwoody College of Technology cannot assess the monetary value of your gift. If you wish to share your estimated market value of your materials, please also supply supporting documentation of how the value was determined. IRS Publication 561 can assist you in determining estimated fair market value.

Signature: _____

Thank you for your donation to Dunwoody College of Technology! Your contribution is greatly appreciated.