GIFTS TO THE LIBRARY
THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

POLICY, PROCEDURE, AND LIBRARY GIFT AGREEMENT

The Library at Wesley Theological Seminary recognizes the value of book and other donations to the overall strength and character of our collections, and is grateful for the generosity of donors who have contributed to the Library throughout the seminary’s history.

GIFTS POLICY

The Library at Wesley Theological Seminary recognizes the value of book and other donations to the overall strength and character of library holdings, and is grateful for the generosity of donors who have contributed resources and gifts to the Library throughout the seminary’s history.

Potential gifts are evaluated in light of the Library’s broader collection development policy, are subject to the same selection criteria used for the acquisition of new items, and should conform to the research, teaching, and learning needs of Wesley Theological Seminary.

Certain items are not accepted, including: periodicals (e.g., journals or popular magazines); duplicate copies of items in the collection; outdated or superseded reference materials; general encyclopedias; outdated media (e.g., VHS or cassette); items that are in poor condition or are extensively marked up.

The Library is not obligated to accept unsolicited gifts.

PROCEDURES

Gifts of books and other library materials are accepted upon the discretion of the Library Director. If you have books (or other resources) which you would like to donate to the Library, please contact the Director and provide a description of your gift, including a list of titles (if applicable). The Library is not obligated to accept unsolicited gifts.

Items that are accepted become the property of the Seminary. Donors are asked to sign a waiver that transfers ownership of gift books to the Library. The Library will send a statement to the donor indicating the number and kinds of items received but will not assign any monetary value to the gift. Internal Revenue Service regulations may require that potential donors acquire an independent appraisal of gift materials before giving them to the library. The Library does not maintain an itemized list of gifts received.

RARE BOOKS, ARCHIVAL MATERIALS, AND OTHER SPECIAL COLLECTIONS

Please contact the Library Director regarding items which could qualify as special collections, including rare books and/or archival materials. If you wish to donate prints or artwork, please contact Dr. Deborah Sokolove, Director of the Henry Luce III Center for the Arts & Religion at Wesley Theological Seminary (dsokolove@wesleyseminary.edu).

FOR MORE INFORMATION

Contact: James Estes, Library Director
e-mail: jestes@wesleyseminary.edu
telephone: (202) 885-8696
LIBRARY GIFT AGREEMENT
THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

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Potential gifts are evaluated according to the Library Collection Development Gifts Policy, excerpted below:

Gifts of books and other library materials are accepted upon the discretion of the Director of the Library.

Books and other library materials should conform to the teaching and learning needs of Wesley Theological Seminary, and are subject to the selection criteria of this collection development policy.

Items that are accepted become the property of the Seminary. No guarantee shall be made that any specific gift item shall be added to the collection, nor can any restrictions be placed upon gift items. The Library has the rights to retain, use, sell, donate, or otherwise dispose of gift materials at any point after receipt of the items.

The following items are not accepted:

a. periodicals (e.g., journals or popular magazines);
b. duplicate copies of books in the collection;
c. outdated/superseded reference materials;
d. general encyclopedias;
e. outdated media (e.g., VHS or cassette);
f. items that are in poor condition or are extensively marked up.

The Library will send a statement to the donor indicating the number and kinds of items received but will not assign any monetary value to the gift. Internal Revenue Service regulations may require that potential donors acquire an independent appraisal of gift materials before giving them to the library.

Thank you for your generosity and your contribution to the mission and ministry of the Library at Wesley Theological Seminary.

The undersigned agrees to the conditions stated above and transfers full ownership of donated books to the Library at Wesley Theological Seminary, with no restrictions on use or final disposition.

___________________________________________________________________________________
STATEMENT OF AGREEMENT

PRINTED NAME

SIGNATURE / DATE

ADDRESS