

**Gift Guidelines**  
**Waidner-Spahr Library**  
**Dickinson College**

The original library of Dickinson College was started with generous gifts from John and Mary Dickinson in 1783. The continuing patronage of donors throughout our history has endowed the library with unique strengths. The Waidner-Spahr Library is grateful to accept gifts of books and other library materials that complement and support our rigorous academic undergraduate curriculum.

Prospective book donors are asked to consult with a College librarian (email: [library@dickinson.edu](mailto:library@dickinson.edu)) and provide a list including authors, titles, publishers and publication dates of any books intended as gifts. The librarian shall determine which gifts are appropriate for the collection, and make suggestions for other contacts if the intended gift is not owned by the College and does not match its curriculum. Any books sent to the library should be boxed and delivered by the donor.

Books that are acceptable for the Waidner-Spahr collection but which are already owned by the Library may, at the discretion of the donor, be returned at the donor's expense or donated to Better World Books. More information about Better World Books can be found at: <http://www.betterworld.com/>. Any gift books sent to the library that cannot become part of the library collection or sent to Better World Books will be recycled or sold. Any funds resulting from the sale of donated books will be used for new library purchases.

Manuscript or archival material which might be added to the Archives and Special Collections shall be evaluated by the College archivist. Since the College Archives is a rich resource for our students as well as for the entire college community, we welcome publications and personal papers of alumni as well as material directly relating to the College's history.

Monetary appraisals and/or appraisal fees for gifts to the library are the responsibility of the donor. Any donors wishing to receive a gift receipt from the College must provide the Library with an original copy of an appraisal report or receipts of purchase.

Financial contributions toward the purchase of library materials may be directed to the Friends of the Dickinson College Library. Membership entitles donors to various library privileges, including book borrowing privileges, access to library materials, and invitations to special events.

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**Gift Suitability Checklist**

<b>Appropriate for the Library Collection</b>	<b>Inappropriate for the Library Collection</b>
<ul style="list-style-type: none"><li>● Monographs supportive of the curriculum</li><li>● Items in good condition</li><li>● Extended runs of scholarly journals</li><li>● Timely publications with useful information</li><li>● Materials related to the College's history</li><li>● Publications by or about College alumni</li><li>● Personal papers of College alumni</li><li>● Personal papers of others related to College</li></ul>	<ul style="list-style-type: none"><li>● Writing, highlighting, underlining inside item</li><li>● Musty, moldy, or otherwise damaged items</li><li>● Paperbacks with broken spines</li><li>● Mass-market paperbacks</li><li>● Textbooks, workbooks, and handbooks</li><li>● Runs of newsstand magazines</li><li>● Stray journal issues or parts of multi-volume sets</li><li>● Dictionaries and encyclopedia sets</li><li>● Teacher's manuals</li></ul>