

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Educational Services 600.0000.86
SUBSECTION: Library Services 620.0000.90

Gifts

Policy Number: 620.0400.90

POLICY

Gifts are accepted according to the same standards considered when purchasing materials. The Library Services Director is responsible for evaluating donations according to their relevance to the collection. When a gift is accepted, the donor will be asked to sign a form describing the material and specifying any use restrictions. The College libraries are not repositories for rare books or manuscripts. Unless specified at the time of donation, gifts may be removed as part of the normal withdrawal process.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1990

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: