

Oklahoma City University Dulaney-Browne Library Gift Policy

The Dulaney-Browne Library's mission is to create an environment that provides for the informational, learning, and research needs of a diverse university community through the selection, acquisition, organization, and provision of access to resources, and through the instruction in the use of the resources, regardless of physical format or delivery method.

The library is happy to accept gift materials for its regular collection if they are in good condition and further the library's mission.

Donations should be delivered to the Library Director in Room 108. If desired, the university can provide the donor with a letter of receipt* containing a brief description of the gift. The library can also include bookplates and notes in the online catalog acknowledging the gift if desired.

Not all materials will meet the needs of the library in furthering its mission. If materials do not meet the library's needs, they will not be added to the collection. For those materials, the donor may choose to

- have those materials sold by the library so that the proceeds from the sale can be used to purchase books that further the library's mission, or
- request that the materials be held so that he or she may return and retrieve those items.

Since newly published books and journals represent the greatest need for the collection, donors are urged to consider a monetary gift to the library. For each \$50.00 donated, a gift plate can be inserted in a newly purchased book recognizing the gift to the library's collection.

The Oklahoma City University Archives also encourages the donation of personal papers of faculty, administrators, and students in addition to the official records of the university.

The Oklahoma United Methodist Archives encourages the donation of personal papers of bishops, superintendents, clergy, and lay leaders of the Oklahoma United Methodist Conference in addition to the official records of the conference.

Large gifts of special collections will need to be reviewed on individual basis to assure that the library has the resources and facilities to provide proper care for the collection.

*The university cannot assign a value to the gift. If an appraisal is desired, the donor must arrange for the appraisal prior to the donation to the library. If the appraised value of the total donation is more than \$5,000.00, a copy of the appraisal must be furnished in order to comply with Internal Revenue Service regulations.

August 5, 2004