

Gift Policy – SUNY Cortland Memorial Library

Memorial Library welcomes donations that support the curricula of SUNY Cortland programs.

Appraisals of materials donated are the responsibility of donors and must be completed before the donation is made to the library.

Donors are strongly encouraged to review our criteria for donations and to set up an appointment for the transfer of materials. All materials accepted become the property of the library without restrictions by the donor. When appropriate, undesired items will be donated to Better World Books or a similar charitable program.

The Library does not perform financial appraisals of donated materials. Donors should speak with their tax accountant or attorney about the possibility of a tax deduction for the donation of material to the Library. If requested, an acknowledgement letter is sent to the donor.

Criteria for Donations

The library gladly accepts the following materials for the circulating collection:

- Materials that support the curricular and research needs of the college.
- Materials that are in good condition: clean, dry, and free of mold

The library does not accept the following materials:

- Materials in poor condition or exhibiting signs of mold or mildew.
- Textbooks
- Mass market paperbacks
- Electronic materials requiring obsolete software.
- Magazines and journals
- Atlases
- Duplicate copies of materials already held by the library.
- Condensed books.
- Books with highlighting, underlining, or annotation.
- Encyclopedia sets
- Government documents
- Gifts to which the donor has attached conditions or restrictions.
- Materials in outmoded formats (e.g., VHS or 8-track tapes, 5.25-inch computer disks, LPs, Betamax, or CDs)