



Gifts in kind can enrich the quality and range of the Library's collections. The library at Watkins College of Art, Design & Film welcomes and solicits such gifts when items support the teaching, and other collection needs of the College. Such materials are useful, enduring additions to its resources. These include:

- books and visual materials that support our fine arts, photography, graphic and interior design, and film core curriculum, as well as donations to our special collections of artists' books, and zines.

While the Library value gifts in kind, there is a cost associated with the acceptance and processing of these materials. Therefore, it is incumbent upon the Libraries to be judicious when accepting and retaining gifted materials.

Ownership and Disposition of Gift Materials

Gifts to which the donor has attached conditions, such as those concerning retention, housing, or classification, will not be accepted for inclusion in the Library's collections. Upon receipt and acceptance of the donation, the Watkins Library is considered owner of the material and is solely responsible for determining the retention, location, cataloging treatment, and other considerations relating to the use or disposition of gift materials. Accordingly, the Libraries are under no obligation to discuss retention decisions with the donor or other parties.

In many cases, collection managers will not add materials to the holdings for a variety of reasons, which may include, but are not limited to: duplication of existing titles, poor physical condition of the gift, or materials that do not fall under the collection scope of the library (see the Library Collection Development Policy (<http://www.watkins.edu/library/services>)). Gifts not selected for the library may be sold or recycled for the benefit of the library.

Items not Sought by Watkins Library

The Libraries ask that you exclude the following materials from your donation:

- Dated textbooks (published more than three years ago) and workbooks
- Galley proofs and review copies
- Journals (including scholarly journals)
- General encyclopedias

- Mass-market paperbacks
- Popular magazines (i.e. *National Geographic*, *Smithsonian*, *Architectural Digest*, etc.)
- U.S. government publications
- Books which duplicate our holdings (see <http://opac.libraryworld.com/opac/home>)
- Materials in poor condition, especially if they exhibit signs of mold or mildew
- Material that contains highlighting, underlining, or annotations (unless annotations are of significant scholarly value)
- Electronic materials requiring dated software
- Materials which might cause the library to be liable for copyright infringement (i.e., illegally copied audio and video recordings.)
- Subjects that include dated computer software, programs, and programming
- Sacred books

Acknowledgement

The Library will acknowledge all gifts or donations from identified donors in the form of a letter, noting the total number of donated items. The library will review requests on a case by case basis for book plating materials which will be added to the collection.

Referenced Library Gift Policies

Florida Atlantic University Gifts/ Donations Policy. *Retrieved* November 30, 2009

Questions regarding this policy should be directed to Lisa Williams, Director, Watkins College of Art, Design & Film Library, 2298 Rosa Parks Blvd. Nashville, TN 37228. lwilliams@watkins.edu