



Research Center Gift Policy

GENERAL

The Center cannot always accept the materials that are offered. In such cases, the materials may duplicate what is already in the collection, they may be in such poor condition as to be unable to withstand use over time, or they may not be relevant to the subject area(s) that the Center collects.

The School of Journalism's faculty members are encouraged to provide copies of their monographs and serial publications. Faculty members are also encouraged to donate their complimentary copies of current monographs. This may include textbooks they have adopted for their classes, which can be placed on reserve for the students.

GUIDELINES FOR ACCEPTANCE OF DONATED WORKS

The Research Center welcomes gifts from University faculty, staff, and private donors subject to the following conditions:

1. The materials comply with the Center's collection development policy.
2. The Center reserves the right to refuse any gift or donation carrying stipulations or conditions attached to acceptance, such as special shelving or processing.
3. The materials are in good to excellent condition.
4. The titles are not already in the Center's holdings.

5. Donations consisting of a large number of items will be accompanied by a list of such items provided by the donor.
6. In some cases donations may be subject to laws or regulations concerning gifts. The Research Center adheres to all federal and state regulations governing donations.
7. Pre-print or review copies and galleys will not be accepted.
8. The Center will determine the final disposition of gifts or donations.
9. The Center will acknowledge all gifts or donations from identified donors in the form of a letter. It is recommended that donors prepare a detailed inventory and include a copy with all donations. The Research Center will review requests on a case-by-case basis for bookplating materials that will be added to the collections.
10. Donors will be responsible for the delivery and unloading of gift items. Alternative arrangements for the pick-up or delivery of donations will be considered in exceptional cases.

Please contact Dr. Consuella Askew by phone at (646) 758-7735/7730, or e-mail Consuella.Askew@journalism.cuny.edu regarding gift donations.