FRONT RANGE
COMMUNITY COLLEGE

WESTMINSTER CAMPUS

College Hill Library
Donations Policy

Front Range Community College/College Hill Library is instituting a moratorium on gift book donations
from the general public through August 2010.

EXCEPTIONS: We will continue to accept donations (according to the policy attached below) from:

- Front Range Community College departments
- Current and retired Front Range Community College faculty and staff

The Library reserves the right to determine whether to accept or reject any gifts-in-kind. Donation offers are screened carefully, with the greatest weight given to those from FRCC faculty, students, or alumni.

Donations are accepted with the understanding that they become the Library's property. As such, materials may be added to the Library's collection, sold through a book sale, or discarded.

The Library adds materials in accordance with the Collection Development Guidelines, as currently amended. Typically, the following materials are excluded from consideration:

- Older textbooks
- Magazines or periodicals
- Scattered or single volumes of a multi-volume set
- Material in poor condition
- Pamphlets
- LP Sound Recordings
- Reader's Digest condensed books
- Encyclopedia sets
- Computer books published more than 5 years ago
- Medical books published more than 5 years ago
- Business books published more than 10 years ago
- Books in stored boxes affected by insects and mold

The Library accepts no more than 2 boxes of materials at a time.

When the name and address or department of the donor is included with the materials, the Library will acknowledge receipt of all donations.

The Library cannot assign a value to the donation or appraise materials. The receipt form simply acknowledges the number of books or other items donated.

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