



## Library

### Gifts & Exchange Policy

The Auburn University at Montgomery Library gladly accepts donations of materials which support the goal of providing students and faculty with access to scholarly and recreational reading, and which align with the curricular needs of the University.

#### Donation Provisions

The AUM Library will provide donors with an acknowledgement letter, identifying the number of items provided. Following regulations of the Internal Revenue Service, the Library does not provide a financial appraisal of the value of materials. Donors must arrange for a financial appraisal if they wish to take a donation for tax purposes.

#### Materials Not Accepted

- The Library will not accept heavily damaged, annotated, or moldy books.
- The Library does not accept Cliff Notes or similar book summaries.
- The Library does not accept photocopies of books or journal articles.
- The Library does not accept VHS tapes or out of date computer files.
- The Library does not accept journal back files.

Materials which are donated become the property of Auburn University at Montgomery. Determinations as to which materials to add to the collections are made by the Library subject specialists.

Materials which are not added to the collections are offered to students and faculty through the free books shelves in the library.

For questions regarding donations, contact the Collection Development Librarian at 334-244-3276.

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