

Huston-Tillotson University

Downs-Jones Library

Books Donation Policy

Section I: Policy

The Downs-Jones Library accepts donations of books on a limited basis for the purpose of supporting its core mission of providing educational resources, as well as promoting literacy and a lifelong love of reading, for the students, faculty, and staff of Huston-Tillotson University.

Donations will be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, subject to the following limitations and approval by library staff.

- Items other than books will not be accepted under this policy.
 - To donate artwork, real property, personal property, services, or funding, please contact the Office of Institutional Advancement.
 - To donate technology, please contact the Department of Information Technology.
 - To donate artifacts or documents created by or related to Huston-Tillotson University, please contact the University Archives.
 - Media items are not accepted as donations at this time.
 - Digital items are not accepted as donations at this time.
- The Downs-Jones Library and Huston-Tillotson University reserve the right to refuse donations without explanation. Potential reasons for refusal include, but are not limited to:
 - Items do not meet donation criteria (see Section II).
 - Items do not cover subjects relevant to the university's mission or appropriate to its character.
 - Items do not fit the needs of the library.
 - The library is unable to house, care for, or properly handle the items.

Donation to the Downs-Jones Library is permanent and irreversible. Once transferred, the materials become part of the circulating collection of the Downs-Jones Library and cannot be returned to the donor. The Library has the right to dispose of or donate any unwanted titles appropriately.

Section II: Donation Criteria

The Downs-Jones Library is open to all topics. Donations of popular fiction are welcome.

Books in English are preferred, but titles in other languages will not be refused on the grounds of language.

Please assess the books you would like to donate using the following conditions:

- Are they RECENT? Books published after 2000 AD are more likely to be useful to our students and faculty. Books from 2010 AD and later are preferred.
- Are they CLEAN? Books in “Very Good”, “Like New”, and “New” conditions¹ will be accepted.
 - Very Good: Item may have minor cosmetic defects (such as marks, wears, cuts, bends, or crushes) on the cover, spine, pages, or dust cover, but remains clean and structurally intact. Item may contain remainder marks on outside edges.
 - Like New: Item has few or no minor cosmetic defects (such as marks, wears, cuts, bends, or crushes) on the cover, spine, pages, or dust cover. Item may contain remainder marks on outside edges.
 - New: Brand-new, never read, or read once without damage. An unmarked copy in pristine condition.
- Are they INTACT? Books with structural damage (torn or yellowed pages, warped or broken spines, damaged covers) will not be accepted. Hardcover must include their dust jackets.

We do not accept:

- Mass market paperbacks
- Individual issues of comic books or zines
- Damaged books
- Magazines
- Newspapers
- Workbooks, consumables, and other single-use books designed to be written in
- Stationery
- Pamphlets, flyers, and other ephemera
- More than three copies of the same book
- Books requiring conservation or care
- eBooks and other digital media

Donating a textbook? Please contact the Technical Services Librarian at library@htu.edu to ask about textbook criteria.

Section III: Donation Procedures

1. Consider the guidelines above.
2. If your books meet our criteria, email library@htu.edu to tell our Technical Services Librarian that you would like to donate.
 - a. Let us know approximately how many books are in the collection and what overall condition they are in.

¹ Definitions adapted from the Amazon Seller Central definitions for “Condition guidelines: Books” for the United States.

- b. Include a title list, if available.
3. If the Technical Services Librarian approves, fill out our Book Donation Form, available online.
4. A librarian will contact you to arrange a pickup or drop off time for your books.

Section IV: Legal

Donation to the Downs-Jones Library is permanent and irreversible. Once transferred, the materials become part of the circulating collection of the Downs-Jones Library and cannot be returned to the donor. The Library has the right to dispose of or donate any unwanted titles appropriately.