

# *Book Donation Guidelines*

The library thrives upon the generosity of the community and is pleased to accept book donations that meet the following standard guidelines. Exceptions to the below guidelines may be requested, and will be considered on a case-by-case basis at the discretion of the Head of Library Administrative Services. See **Special Donation Guidelines** below. Signature of a proffer form is required, whereby the donor relinquishes control of the items. Thus, the library reserves the right to decide whether to incorporate, sell, or recycle any donated items.

## **Standard Donation Guidelines**

### **Quantity and Packing:**

Each donation should be of manageable size. The standard donation size will not exceed 30 boxes.

If your donation exceeds 30 boxes, see **Special Donation Guidelines** below.

Books shall be packed by the donor in boxes provided by the donor; each box shall approximate the standard book size of 16" x 12" x 12".

### **Delivery:**

Delivery of boxes by the donor is preferred. An appointment is required, to be scheduled during normal business hours, M-F, 9:00 am to 5:00 pm. Delivery location is at Michener Library, 20<sup>th</sup> Street and 14<sup>th</sup> Avenue, Greeley, Colorado. For directions to the library, click here: <http://www.unco.edu/library/direct.htm>. A campus map is available here: <http://www.unco.edu/unormap/>.

### **Pickup:**

If pickup by the library is necessary, these additional guidelines apply:

Items must be located within a 20-mile radius of Greeley, Colorado.

Items must be safely and easily accessible, via a clear pathway, at ground level floor or via elevator.

### **Condition:**

Items should be in good condition and free of mold, mildew, and insect damage.

### **Content:**

In general, the following items are not desired: mass market romance novels, popular magazines, scholarly journals more than two years old, loose-leaf papers, Reader's Digest condensed books, outdated encyclopedia sets, and outdated textbooks.

### **Contact:**

To arrange for a donation drop-off or pick-up, please contact: Nancy Becker, Acquisitions Technician, 970-351-2640, [nancy.becker@unco.edu](mailto:nancy.becker@unco.edu).

## **Special Donation Guidelines**

We are pleased to consider offers of unique or specialized collections that do not necessarily meet the standard guidelines above. In some cases, we may send a subject expert to your site to review a special collection. To discuss a donation that is of unique value, please contact Joan Lamborn, Head of Library Administrative Services, at 970-351-2601, [joan.lamborn@unco.edu](mailto:joan.lamborn@unco.edu).

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