

PALMER COLLEGE OF CHIROPRACTIC  
DIVISION OF ACADEMIC AFFAIRS  
DAVID D. PALMER HEALTH SCIENCES LIBRARY

DEPARTMENT OF TECHNICAL SERVICES

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Title: Donation Policy

Date Developed: 11/26/14

Policy Number: TS-07

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The David D. Palmer Health Sciences Library welcomes gifts of books, manuscripts, and other library materials that enhance and enrich existing collections as well as support the instructional and research programs of the College. The Library will consider all offers of books, manuscripts, or other materials that fall within our collection development policy. The College has benefited greatly from the many generous donations which have contributed to its important collections. Gifts that support and extend the collecting strengths of the Library's Collection Development Policy are gratefully received.

The David D. Palmer Health Sciences Library evaluates offers of donations based upon the following:

- Relevancy to the curricula;
- Academic level appropriateness and quality;
- Duplication of material in the collection;
- Physical condition of the item;
- Freedom from restrictions that limit the usefulness of materials to students and faculty of Palmer College of Chiropractic.

The David D. Palmer Health Sciences Library may decline items that:

- Are not within the scope of its collections;
- Do not support the instructional and research programs of the College;
- Duplicate existing holdings;
- Require extensive conservation;
- Include donor restrictions that cannot be honored.

Prospective donors are asked to provide a description of materials for consideration that includes the following information:

- Type of material (e.g., books, periodicals, manuscripts, archival materials, personal papers, audio-visual material, etc.)
- Quantity (e.g., number of items, number of boxes)
- Subject matter
- Date range
- Condition
- Provenance, or history of ownership

- For donations, the bibliographic details (author, title, publisher, copyright date, and edition) should be included in a list of titles before delivery is approved. Please use the attached spread sheet to create this information.

In some cases, librarians will have to examine the materials in person, either in the library or on site, to determine whether they are appropriate for the collection.

Donations that are accepted become the property of The David D. Palmer Health Sciences Library. The Library reserves the right to determine the retention, location, cataloging treatment, disposition, and other considerations related to the use, maintenance or removal of materials.

### Monetary Donations

Monetary donations can be an excellent way to support our collections as well as the services and facilities of the library. The donor can contribute directly through the Office of Development at Palmer College of Chiropractic.

Palmer College of Chiropractic does not provide appraisals, tax or legal advice. Donors should seek independent appraisal, tax and legal advice.

For more information, please contact Sandy Lewis, Head Librarian of Technical Services by phone 563-884-5443 or by email at: [sandra.lewis@palmer.edu](mailto:sandra.lewis@palmer.edu). Thank you.