

## **UAB Libraries Gift Policy**

The UAB Libraries welcome donations of books, journals, other printed materials, and media that enhance the strength of our collections and support the instructional and research programs of the University of Alabama at Birmingham. This policy is a guide for UAB Libraries staff and potential donors. If you would like to make a financial donation to the libraries, please contact our Administrative Office at 205.934.6360.

Note: The Reynolds-Finley Historical Library, the Alabama Museum of the Health Sciences, and the UAB Archives maintain separate gift policies and procedures based on the nature of their collections. Please contact the specific unit directly regarding donations.

### Conditions of Acceptance

- The UAB Libraries have the right to retain or dispose of, including through sale, any gift materials at the librarians' discretion.
- The UAB Libraries will not accept materials that show signs of mold, mildew, or other damaging conditions.
- The UAB Libraries will not accept materials in obsolete media formats.
- Journals are not accepted at the Lister Hill Library.
- Librarians will determine the processing, location, and display of gift materials.
- Gift materials will be evaluated by the same standards as applied to new materials being selected.
- Copies of materials already in the UAB Libraries' collections may be accepted and added at the librarians' discretion.
- Appraisal of gift materials is the responsibility of the donor. The UAB Libraries do not appraise gifts.
- Donated materials become property of the UAB Libraries.

### Procedures for Donating Gifts

The donor must sign and return the attached Gift Agreement Form. By signing the Form, the donor:

- acknowledges and agrees to the conditions of this Gift Policy;
- transfers and assigns title and rights to the material, free of restrictions, to the UAB Libraries; and
- attests that s/he has the full power and authority to do so.

Upon request, a gift acknowledgement letter, a list of donated materials, and a copy of the signed Gift Agreement Form will be mailed to donor.

Prospective donors should contact Wanda Stevenson ([wanda@uab.edu](mailto:wanda@uab.edu)) or Sharron Brownlee ([slw@uab.edu](mailto:slw@uab.edu)) at the Mervyn H. Sterne Library (205.934.6368). Questions regarding this policy should be directed to Jeff Graveline ([jgraveli@uab.edu](mailto:jgraveli@uab.edu)).

**UAB Libraries Gift Agreement Form**

Donor Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

I have donated the materials described below as a gift to the UAB Libraries, University of Alabama at Birmingham. I certify that I have the full power and authority to make this transfer and hereby assign the title and all rights to and interests in the materials to the UAB Libraries.

Brief Description of Donated Items (e.g., books, journals, CDS, DVDs):

Send a list of donated materials?  (yes)  (no)

I have read the UAB Libraries Gift Policy and place no conditions on the retention, housing, or use of these materials by the UAB Libraries, University of Alabama at Birmingham. Henceforth, said items will be the exclusive property of UAB, and subject to all applicable policies and procedures of the library.

Donor Signature: \_\_\_\_\_

Date: \_\_\_\_\_