

## The Library

# Donations to the College Library

revised 3/17/2012

Monetary donations to LBCC Library designated for the purchase of books and other information resources, as well as donations from one's personal library are appreciated and they can be a significant factor in the enhancement of the Library's collections.

## Donations of Money

There are two options for those wishing to contribute funds to help the Library build strong collections that support the scholarly endeavors of LBCC students and faculty:

- Donate to the **LBCC Foundation** with the **Library & Learning Resources Associates** specified as the recipient of the gift
- **Honor an individual or an organization** by making a donation through the Foundation to purchase books or media in honor of, or in memory of, an individual or an organization. Such items can bear a bookplate naming the honoree when the donation exceeds \$200.

### Note that:

- Substantial gifts of money (over \$5K) are recognized with suitable formality
- When funds are donated or bequeathed to an academic department and designated for the purchase of books or media to support that department's programs the Library alone will have discretion over the selection and disposition of the purchases. The Library will collaborate closely with the donor and department faculty to reach these decisions.

## How to Donate Money to the Library:

- By check: Make checks payable to “LBCC Foundation.” Send to LBCC Foundation, 4901 E. Carson St., Long Beach, CA 90808, Mail code B-12.
- By credit card: Donations can be made online at <http://www.lbcc.edu/Foundation/> Click on “Make a Donation”
  - Designate the Library/Learning Resources Associates as recipient using the drop-down box.
  - Include any instructions related to your gift in the “comments” box that will appear during check out
  - Visa, American Express, and MasterCard are accepted when the online donation form is used.

## Gifts of Books or Media

As an academic institution it is the Library’s mission to promote and foster the teaching and learning mission of the College. With this in mind, the Library welcomes your donation of books and media in good condition which are appropriate for support of the research, curricular, and recreational interests of students, staff, and faculty.

In general, the Library **cannot use and will not accept:**

- Damaged or infested materials
- Most textbooks
- Most mass-market paperbacks
- Outdated editions
- Superseded legal, medical, or other professional books
- Most foreign language publications in languages not included in the curriculum
- Most periodicals (magazines and professional journals)
- Media in obsolete or obsolescent formats
- Content that is readily available online

How to offer your collection to the Library:

Because the Library often already owns or is unable to use books offered for donation, all prospective donations of books and media must be pre-screened following the steps below before they can be accepted.

1. **Prepare a List:** Provide the author, title, publisher, and publication date of each item being offered.
2. **Send Your List:** Forward the list of prospective donations to the library by
  - a. mail: Library/Gifts Receipt, Long Beach City College, 4901 E. Carson St., Long Beach, CA 90808
  - b. fax: (562) 938-4777
  - c. e-mail: [hdubois@lbcc.edu](mailto:hdubois@lbcc.edu)
3. **Receive a Response:** Your gift proposal will be reviewed by a subject specialist librarian to determine which items meet the Library's current needs. If the Library already has sufficient quantities of a title, or if items do not meet the Library's criteria for acceptance outlined above, we shall decline them. In general we will respond to your offer **within two weeks** of the submission of your list, informing you which items the Library can accept and how and where to deliver your donation.

## Things to Know About Gifts of Books and Media:

- The Library will send an acknowledgement letter for items that have been accepted. By law, we are able to acknowledge only items which are being cataloged and retained in the collection for a minimum of two years.
- Acknowledgement of a gift normally will be limited to a numerical count and a very general description of materials received, e.g. "twelve volumes of U.S. History."
- When the donor has provided a detailed bibliography it can be attached to the donor acknowledgement letter and used for tax purposes.
- Gift value is established by the donor. *No formal or informal valuation can be provided by the Library;* in accord with IRS regulations, gifts valued at \$5000 and above should be independently appraised prior to donation.
- Eventual resale, exchange, donation, or recycling of unneeded materials (after the two-year minimum retention period) is at the Library's discretion.
- There will be no acknowledgement of donations that are brought to the Library without prior arrangement and without pre-screening. Such items will be disposed of in the most cost-effective manner possible when they are not accepted. Unsolicited mail donations are not returned.
- Although comments and recommendations from faculty always are welcome, decisions about what materials belong in the Library's collection are to be made solely by the Library. Academic departments are not authorized to accept materials on the Library's behalf.

For further information, contact Henry DuBois, gifts librarian at [hdubois@lbcc.edu](mailto:hdubois@lbcc.edu)