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Policy Name

4.4400 Donations

Purpose and Scope

This policy defines the Dr. Frank A. Franco Library Learning Center donation policy for Alvernia University ("AU").

Responsibilities

Title or Role	Definition and What They are Responsible For
Library Director	Receives exceptions to this policy.
Senior Vice President of Academic Affairs and Provost	Maintains and enforces this policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

The library accepts gifts of materials when acquisition of the materials will enhance the library's collections. Gift materials should be in good condition and relevant to the collection. The library reserves the right to review all gifts before acceptance. When accepted, gifts become the property of the Franco Library with the understanding that they are to be used for the benefit of the library. The library reserves the right to determine retention, location, cataloging, and other issues related to the gift's use or disposition.

At the donor's request, gifts will be acknowledged in writing. In keeping with professional guidelines and with federal law, the library cannot be responsible for the evaluation or appraisal of gifts. The Internal Revenue Service considers the library to be an interested party, which therefore precludes appraisals made by Franco Library. For specific questions regarding charitable donations, donors should consult the IRS or a tax expert.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Dr. Frank A. Franco Library Learning Center policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
5/9/2024	SLT Approved