Donations to the Harvey A. Andruss Library help us to broaden and enrich our holdings and replace lost or damaged materials. Consequently, gifts are almost as important to us as items that are bought and are given the same degree of care and evaluation as those that are purchased.

The Collection Development and Acquisitions Department welcomes and accepts all gifts with the understanding that they will be carefully reviewed before they are deemed appropriate for inclusion in our collections. In accepting such gifts, it is understood that upon receipt the Library reserves the right to determine a gift’s retention, location, cataloging treatment, and other considerations related to its use, maintenance, or removal.

1. **Gifts the Library prefers for its collection.**
   - Books in good condition complementing the curriculum
   - Back issues of academic journals we own
   - Music compact discs and DVDs
   - Videos and cassettes
   - Materials dealing with the history of the University or town

2. **What you should not donate.**
   - Severely damaged or heavily underlined books
   - Current newspapers
   - Any type of condensed book
   - Old textbooks
   - Laboratory and repair manuals
   - Workbooks
   - Photocopies

3. **You may purchase something for the Library.**
   - If you are not sure what to give, the Collection Development Librarian will be happy to discuss a selection with you.
   - If you wish to remember a friend or family member, we will be glad to make appropriate suggestions in the price range you specify. This saves you the trouble of selecting an item and ensures that your donation will not duplicate something we already have.

4. **How to make a donation.**
   - First, call our Collection Development Librarian at (570) 389-4226 to discuss your donation and any special circumstances regarding your gift.
   - Box books and other items before bringing them to the Library.
   - Please leave your name and address so we may acknowledge your gift.
   - For very large donations, we can provide limited help when given reasonable advance notice.

5. **Gifts to the Library are tax-deductible.**
   - All gifts to the Library are considered as donations to a non-profit organization.
   - If you claim a deduction of more than $5,000 for a non-cash gift, you will need an appraisal.
   - The Library or its employees cannot provide appraisals under IRS rules; however, we can help you locate a qualified appraiser.
   - Since tax laws change from time to time, we encourage you to seek advice from a knowledgeable tax consultant about current requirements.

6. **If for some reason we decide your gift is not suitable for our collections, we may sell it and use the money to purchase materials we do need or we may give the materials to another library. If you ask in advance, we will notify you so you can retrieve those items we choose not to include in our collections.**