Greenfield Community College, Nahman-Watson Library
Gift and Donation Policy

Adopted 11/16/2021

Introduction

The Nahman-Watson Library encourages gifts and donations of library materials in good condition. We will evaluate gifts using the same criteria as purchased materials. No special collections will be established except in accordance with established acquisitions criteria and no materials are accepted on indefinite loan. All materials become the property of the library. Materials which require a continuing obligation for collection may be rejected.

Library staff are barred by federal law from issuing appraisals of gift materials for tax or any other purposes. If there is any question about accepting a gift, the final determination rests with library staff. The library reserves the right to refuse materials and/or dispose of any items after acceptance which do not meet the library’s needs. All patrons donating materials to the library will be required to fill out a conveyance of gift form.

Adult Non-Fiction:

- We accept non-fiction books that have a connection to a GCC program, are up-to-date according to standards in that field, and in fair condition or better.

Textbooks:

- We accept like-new current and previous editions of textbooks currently used by GCC faculty. We do not accept review copies of textbooks.

Adult Fiction:

- We accept books in good condition, printed within the last 10 years. Older books may be considered if there is a compelling reason and they are in excellent condition.
- We do not accept mass market paperbacks.

Children’s Literature:

- We accept only hardcover books that are in good or excellent condition.
- We accept most recently published fiction (within the past 15 years) and
nonfiction (within the past 5 years) in an effort to support GCC coursework on the subject.

- Older fiction is evaluated based on its importance in the historical development of children's literature.

**Self-Published Materials and Zines:**

- We do not accept self-published books unless they meet both of the following criteria:
  - They have a compelling connection to the institution or the GCC service area.
  - Have significant pedagogical value to a GCC program.
- We may accept self-published materials that are ephemeral and likely to not be preserved elsewhere (i.e. Zines).

**Media:**

- We accept DVDs and Blu-rays in very good or excellent condition, in the following genres: feature films, documentaries (including series), and films with a connection to the institution or GCC service area. We only accept these if they connect to a GCC academic program and if there are few copies in the CWMars system.
- We only accept VHS and other formats if they merit space in the archives and if they are in good enough condition to be digitized.
- We do not accept recorded music or scores.

**Archival Materials:**

- See [Archives webpage](#).

**Technology:**

- We do not accept donated electronics or other technology. Monetary donations for the purchase of technology may be made to the GCC Foundation.