

**Doherty Library policy for accepting  
gift book collections from faculty**

**Guidelines for accepting gift book collections from faculty:**

- Typically, no more than 20% of a faculty member's book collection will be added to the Doherty Library. This applies to UST and non-UST faculty.
- Criteria for accepting books are: curriculum needs, condition of the books and available shelf space.
- It is the responsibility of the donor to deliver the books to the Doherty Library. If the book collection is on campus, the faculty member may make an arrangement with Facilities to bring the books over to the library.
- For significant collections, a book plate may be placed in each book added to the library collection. The wording on the book plate can be written by the donor. If the donor has no preference, the library staff will choose the appropriate wording.
- The library will not plan or sponsor any recognition event for book collection gifts. If an event is planned to recognize the donor for his gift, that event is the responsibility of the academic department of the faculty member or Institutional Advancement. The library facility may be used for a recognition event.

Approved by the Library Committee 11/8/2011