

# Gifts

The library appreciates gifts of medical books, journals, and audiovisual materials that are current, complete, and in good condition. All donations delivered to the library are accepted, with the understanding that the library becomes the owner of the material and reserves the right to determine retention, location, cataloging treatment, and other considerations related to use or disposition. Materials not needed for the LSU Health Shreveport Health Sciences Library collection will be offered to other libraries or discarded.

The following materials cannot be used by the LSU Health Shreveport Health Sciences Library or other medical libraries participating in cooperative exchanges:

- Materials that are damaged or missing parts, such as books or journals that are missing pages
- Books or journals that have been marked in any way (highlighting, handwritten notes, etc.)
- Multiple copies of the same journal issue
- Software packages unless licensing restrictions specifically permit library use
- Out-of-scope materials on topics unrelated to medicine (except for hardback books that are appropriate for the leisure reading collection)
- Catalogs

The Collection Management Section of the library maintains a record of the persons and departments that have donated items, along with the format of items donated; however, these records do not include number of items donated or the value of those items. Each donor receives an e-mail acknowledgment when the first donation of the calendar year is received. At the end of each calendar year, each donor receives a letter which states that a donation was made but does not specify the number of items or value of the gift. Any additional recordkeeping for tax purposes is the responsibility of the donor.

Donors who wish to make a gift of materials to the library should send a list of the titles and publication dates of items to be donated. Library personnel will

evaluate the list and make arrangements with the donor for delivery of any items that are needed.

The library maintains a list of local, national, and international institutions and organizations that accept donations of used books and journals. This information will be forwarded upon request.