

Beaufort County Community College Library

Gift Policy

The BCCC Library encourages gifts and donations of useful library materials. Guidelines for the evaluation of gifts are the same as those for selecting purchased materials. Gifts are accepted only when they enrich the collection and impose no significant limitations on housing, handling, or disposition of duplicate or damaged items and when there are no restrictions on the library regarding use of the materials. The library is free to dispose of unneeded materials as necessary. No monetary value will be placed on donation.

The works of local authors are accepted if they meet collection development guidelines, are critically acclaimed, or make a substantial contribution to the local history. Periodical donations are not accepted unless they contribute to the curriculum beyond means already available.

Gifts and donations must be in good physical condition. Marked or highlighted materials may not be accepted. Bindings must be in good repair. Stained, mildewed or torn materials may be refused.

Special collections will not be established except in accordance with established collection design and development policy and no materials are accepted with stipulation. All materials become the property of the College. Those materials, which require a continuing obligation for collection, may be rejected.

Library personnel will not issue appraisals of gift materials for tax or any other purposes. If there is any question about accepting a gift, the final determination rests with the Director of LRC. The library reserves the right to refuse materials and/or dispose of any items after acceptance which do not meet its needs.