



Hollis F. Price Library
Donation Policy

Hollis F. Price Library at LeMoyne-Owen College accepts gifts and donations including books, audiovisual materials, etc., that support the college's mission and curriculum to enhance the existing collection.

Contributions that do not meet the collection's criteria are not accepted. Once we accept the donation, it becomes the property of Hollis F. Price Library. Gifts that meet the requirements are added to the collection and are treated as library items.

All library items are evaluated periodically and removed if they do not meet the requirements. Please refer to the [De-Selection Policy](#) for more details.

Please send a description of items that you are planning to donate to library@loc.edu.

Guidelines for acceptance

- Items that fit the collection development policy, including:
- Items that support or enhance the college's mission and curriculum
- Items that have historic value to the college or to the library's collection
- Items that support the research of students, faculty, staff, or alumni.

The library does not accept the following materials

- Outdated (published more than 10 years ago) materials are not accepted unless they add specific value to the library's collection.
- Outdated or superseded textbooks and reference works
- Lab manuals, workbooks, and other consumables
- Incomplete multi-volume sets
- Materials that are damaged (e.g., color highlighting, notes in margins, etc.)
- Excessive duplicate copies (If the Library already has the exact or recent editions, it might be used as a backup copy)
- Periodicals

Ownership

- Once we accept the donation it becomes property of the Hollis F. Price Library.
- The library committee will decide whether to add or discard the item.