

Donation of Materials to Nicholson Library

Nicholson library accepts donations of books and other materials from the community. To schedule an appointment for delivery or shipment, or discuss further, contact: Jennifer Stover, Acquisitions Specialist, (765) 641-4279 or through email @jlstover@anderson.edu.

Useful Materials



(These materials will be considered for library collections)

- Academic and scholarly publications - all disciplines
- High quality music scores
- Hardcover literature
- Items of significance to Church of God movement or AU history
 - (Yearbooks 1930s and older, only)
- Items of high value for Special Collections



Will Accept for Resale

(Not needed in the library, but may have value for resale or regifting)

- Romance novels, past-trendy or popular literature, celebrity/memoirs
- Textbooks, manuals, workbooks
- Dictionaries, encyclopedias, reference works



Materials Not Accepted

(Remove hardcovers to recycle. Recycle as available. Or trash)

- Poor Condition: Dirty, smoky, moldy, falling apart, water damaged
- Marked-on or highlighting
- Photocopies or self-bound materials
- Discs, DVDs, VHS and audio tapes, and other AV materials
- Newspapers, journals, magazines, pamphlets, manuals

Donor Stipulations: Once donated, the donor may make no claim and set no restriction or stipulation on the items donated to Nicholson Library. The Library makes reasonable efforts to honor the donor and donation by making best use of the materials as assessed by Library staff. In very limited situations, prearranged agreements to honor donors might include bookplates or mention in Library communication.

What Happens to the items? Library staff evaluate every donated item for addition to the library collection. Items that are not added to the Stacks, Archives, or special collections are transferred to a resale vendor, placed on a "Free" shelf for students, or placed on an office overflow shelf for future determination. Monies gained through the sale of donated books will be retained by Nicholson Library in a restricted account for future Library materials or projects. Items seen as unusable will be disposed of as seen fit by library staff.

Letter of Receipt: Following the donation, upon request, donors will receive a letter of receipt noting the donation, generally with a tally of books or materials given. If requested an itemized list of donated items will be included. Due to IRS policy, the Library as recipient of the donation cannot place a dollar value on the donation.

Approved by Library Director, 2024. Icons by Freepik.