

Standish Library Gifts Policy

The Standish Library supports the teaching and research needs of the current students and faculty at Siena College and welcomes donations of scholarly materials that support this mission. Such gifts contribute to the strengths and diversity of the Library's collections. All gifts-in-kind are received with the understanding that they are unrestricted gifts and, as such, Standish Library becomes the owner of the material and reserves the right to make retention, location, cataloging, and other decisions relating to use or disposition.

All potential gifts are evaluated by subject expert librarians in accordance with the collection development policies of the Library. Gifts are treated as new acquisitions and are subject to the same suggestion standards used for purchases to ensure relevance to the Library's collection goals. Donations that frequently fall outside of the Library's scope include standard editions of classic works, textbooks, or items with substantial wear, damage, or markings. Please reach out to the Gifts Coordinator with any questions.

Arrangements for gifts must be made in advance with either the Library Director or the Director's assistant at (518) 783-2545, or email gdouyon@siena.edu. Gifts delivered without prior arrangement or contact with the Library will not be accepted or acknowledged. All donors will be asked to fill out a donor record form before the donation is handed over. Title lists are appreciated and will streamline the process. Please be prepared to provide a rough estimate of the number of volumes in question. The Library is unable to retrieve donations from offsite or reimburse shipping costs.

Gifts that are not added to the collection may be disposed of in a variety of ways, including sale or donation to another organization. Donors agree that this decision is left to the Library's discretion.

Donors will receive an acknowledgement letter stating the number of books or materials delivered. Books added to the collection will include a donor acknowledgment in the Library's online catalog, and a generic bookplate will be included on the inside front cover.

Appraisal and Tax Information

By law, the Library is not allowed to assign a value to gifts-in-kind. Because tax laws change frequently, any donor wishing to claim a tax deduction is advised to seek professional tax or estate counsel prior to giving a gift.

Monetary Contributions

Monetary contributions directed to the development of Library collections, including Special Collections, the College Archives, and the Art Collection are always welcome. If you would like to make a monetary donation, please contact the Siena College Office of Development and

External Affairs by telephone (518) 783-2432 or email development@siena.edu and designate Standish Library, Special Collections, College Archives, and/or the Art Collection as appropriate.