

Alternative Agencies for Donating Materials

Portland Public Library

Development and Programming Office
(207) 871-1700 x759 or
levine@portlandpubliclibrary.org

Better World Books

www.betterworldbooks.com

-Sells used books to fund literacy programs

Prison Book Program

c/o Lucy Parsons Bookstore
1306 Hancock Street, Suite 100
Quincy, MA 02169
(617) 423-3298

www.prisonbookprogram.org

-Provides free reading materials to the incarcerated and to prison libraries

Reader to Reader

Cadigan Center
38 Woodside Avenue
Amherst, MA 01002
(413) 256-8595

www.readertoreader.org

-Collects and distributes books to needy school libraries around the US

Books for Africa

253 East 4th Street, Suite 200
St. Paul, MN 55101
(651) 602-9844

www.booksforafrica.org

-Distributes books to children in Africa

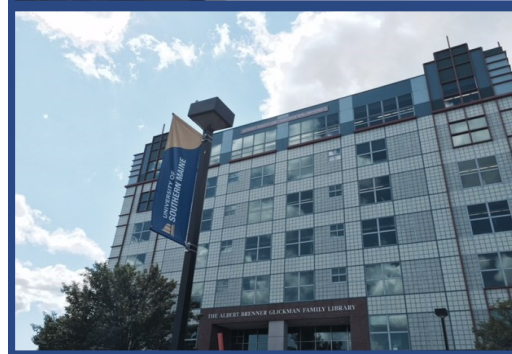
Bridge to Asia

1505 Juanita Way
Berkeley, CA 94702
(510)665-3998

www.bridge.org

-Distributes books in Asia, especially China

Please also consider donating to public libraries in Maine who would greatly appreciate your books.



University Libraries

Gorham, Lewiston, Portland, and Online
usm.maine.edu/library

**Giving
Materials
to the
University
Libraries**

Gift Policy

The University of Southern Maine Libraries welcome and encourage gifts that support the curriculum needs of the University. Through the thoughtful donation of books and materials over the years, the Libraries have been able to develop the collection well beyond what would have been possible through our standard acquisitions process alone.

Unacceptable Materials

The University Libraries **do not accept** the following:

- Textbooks
- Medical or computer science books more than 3 years old
- Books in any subject matter over 25 years old
- Paperback novels
- Condensed books
- Outdated media formats (e.g., LPs, Beta)
- Books that have been exposed to water or mold, are torn or excessively worn, or have been written in, highlighted, or otherwise marked up.
- Multiple copies of the same book or copies of books already owned by the University Libraries
- Serials or magazines, unless a complete set is available
- Subject matter outside the USM curriculum

For special gifts of rare older books, please contact the Special Collections Department at (207) 780-4269.

The same selection standards apply to gifts as to the rest of the collection.

Acceptance of Gifts

The following qualifications apply to all gift items:

- Donations of more than 30 items cannot be accepted without prior approval from the Library Director or Collection Management Specialists.
- The Libraries encourage donors to provide a list of materials including the title, author, publication date, and general condition of the materials for evaluation prior to donation.
- We ask donors to consider giving a modest monetary donation with gifts of over 100 volumes to help defray the costs of processing and maintaining the materials.
- All gifts are accepted with the understanding that upon receipt, the University of Southern Maine reserves the right to determine disposition, retention, location, cataloging treatment, and other considerations relating to use. Materials received as gifts cannot be returned to donors. The Libraries cannot accept gifts with special requirements of location, circulation, or treatment without the approval of the Library Director.
- Physical gift plates are available only for collections of extraordinary value or size, or collections which include a monetary donation to cover the cost of purchasing and printing book plates. However, virtual book plates can be added to the bibliographic record at the donor's request.

Appraisal of Gifts

It is often beneficial for donors to have their gift appraised. The Libraries encourage donors to consider, for their own interest, obtaining an appraisal of their gifts for income tax purposes. Such appraisals are the responsibility of the donor and should be made before the gifts are transferred to the University of Southern Maine in order to establish their fair market value.

The University of Southern Maine Libraries cannot and will not provide any type of appraisal of gifts. All expenses and arrangements are the sole responsibility of the donor. We will provide an acknowledgement letter which indicates the number of items given.

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