



Medical Library Donations

eda-lib-0008

About This Policy

Effective Dates:

03-11-2016

Last Updated:

07-28-2023

Responsible University Administrator:

Gabriel Rios, Library Director

Policy Contact:

Rick Ralston, rralston@iu.edu

Scope

Anyone who wants to donate items or money to the Ruth Lilly Medical Library.

Policy Statement

1. The Indiana University School of Medicine Ruth Lilly Medical Library welcomes gifts of books, journal subscriptions and other information resources and artifacts that enhance the collections and support the instructional and research programs of the School of Medicine.
2. Donation selection decisions are based on the library's Collection Development Policy. Gifts are accepted with the understanding that they become the property of Indiana University and that library staff may make all necessary decisions as to their retention, location, cataloging treatment, and other considerations relating to their use and disposition. Materials that library staff determine are not appropriate for the collection will be disposed of in accordance with university policies and procedures.
3. The appraisal of donations is the responsibility of the donor, as members of the library staff are not permitted to appraise gifts.
4. Gifts offered with conditions attached may be accepted only with the approval of the Library Director.
5. Gifts of money to purchase books or access to digital materials are also welcomed. A special fund may be established for large gifts, while smaller gifts will be added to the endowment fund established for this purpose.

Reason For Policy

This policy establishes the conditions under which the library accepts donations and states the rights and responsibilities of donors.

Definitions

Donor Agreement Form – A formal document that transfers legal title, copyright, and literary property rights to the donated contents (as far as the donor holds them) from the donor to the Trustees of Indiana University and grants the Ruth Lilly Medical Library the right to transfer materials to any format or medium developed for preservation and access.

Additional Contacts

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Forms

[Ruth Lilly Medical Library Donor Agreement Form Online Donation for Monetary Gifts to the Ruth Lilly Medical Library](#)

History

1. Policy created on 11 March 2016.
2. Policy updated on 28 July 2023.