



Gifts Policy

The Lamar Soutter Library of the University of Massachusetts Medical School accepts gifts of money, books, and non-print materials that will enhance the Library's collection and support curriculum, research, and clinical needs of our students, faculty, and staff. It is not our policy to accept paper journals. The Collection Development Policy of the Library guides acceptance of gifts.

It is the Library's policy to accept gifts with the express understanding that items not added to the collection are subject to utilization and disposition at the Library's discretion (including donation to other libraries, sale to vendors, discarding, etc.)

Estimates of monetary value cannot be given by the Lamar Soutter Library to Donors for their gifts; however, a letter of acknowledgement will be sent to the Donor and the Donor's name will be listed in the library's newsletter *The SoutteReview*. Donors may arrange to have their gifts evaluated prior to delivering them to the Library; the appraisal cost must be borne by the Donor. Acceptance of a gift that has been appraised by a third, disinterested party does not imply endorsement of such appraisal by the Library.

The Library cannot prepare inventory lists of individual items in gifts, but if the Donor submits a list with the gift, a copy will be attached to the acknowledgement letter.

The Library will not accept damaged (torn, moldy-smelling, water-damaged, heavily annotated, etc.) books. Generally, the Library will accept books published within the past five (5) years, if it is determined by the Collection Development Librarian that they are needed in our collection.

Prior to donating sizeable collections (more than one medium box), the Donor should send an inventory of items (title, with author and year of publication) for review to:

Mary Piorun, Associate Director
Community, Technology & Global Relations
The Lamar Soutter Library
University of Massachusetts Medical School
55 Lake Ave. North
Worcester, MA 01655
Tel. 508-856-2206
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The list will be reviewed and selections identified for possible addition to the LSL collections. This review will be completed in a timely manner. The potential donor will be contacted regarding the results of the review within 15 business days. The Library cannot pick up donations; an appointment must be made for their delivery to the School.

Thank you for your support of The Lamar Soutter Library.
If you have questions, please call 508-856-2206.