

LIBRARY MATERIAL DONATION POLICY

NYU Shanghai Library welcomes donations of materials that fall within the scope of its collecting activities. Donations of materials are reviewed with the same criteria as those used for purchasing new materials. In general, only materials essential to the teaching and research of NYU Shanghai will be accepted.

Donations of materials are accepted with the understanding that once received, they are owned by the NYU Shanghai Library. The NYU Shanghai Library reserves the right to determine their retention, cataloging treatment, and other considerations related to their use or disposition. The library typically declines donations of print periodicals, outdated editions, and works that the library already owns in multiple copies.

Donated items are accepted at the discretion of librarians based on our collection development policies, including:

- Scholarly materials with research value that are in good physical condition
- Serious literary works
- Other items that librarians deem as adding value to our collections

If you wish to donate books or other physical materials, kindly complete the donation form attached herewith and bring the items to the library service desk on the 5th floor of HiTime Hall. Alternatively, donors are welcome to send in a list of donated items for review before bringing them to the library, or they can reach out to us to make arrangements for the donation.

Donors who wish to receive written acknowledgment of their gift will receive a certificate of donation. The library will not appraise the donated items.

For further inquiries, please contact us at:

NYU Shanghai Library

T: +86 (21) 20595614

Email: shanghai.librarian@nyu.edu

Library Material Donation Form

DATE:

RECEIVED BY:

NAME:

STATUS:

FACULTY / STAFF / STUDENT / ALUMNUS / OTHER

PHONE NUMBER:

E-MAIL :

NUMBER OF ITEM(S) :

SUBJECT OF ITEM(S):

Arts & Humanities
Business
Economics
STEM
Social Sciences
Other/Mixed

ACKNOWLEDGEMENT

Yes, I would like to receive a Certificate of Donation
No, I do not need a Certificate of Donation

Donations of materials are evaluated by NYU Shanghai Library to determine whether they are suitable for inclusion in the collection. Items not added may be offered to other institutions or individuals or they will be discarded.

____(INITIAL) I understand my donation may not be added to the Library collection.