



## DONATION POLICY

May 16, 2016

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 material. In general, only materials that are essential to the teaching and research of NYU Shanghai will be accepted.

Donations of materials are accepted by the NYU Shanghai Library with the understanding that once received they are owned by the Division of Libraries of New York University. The NYU Shanghai Library reserves the right to determine their retention, cataloging treatment and other considerations related to their use or disposition. Only the Library director or appointed designees may accept books on behalf of the Library.

*Generally accepted materials include:*

- Scholarly materials with research value that are in good physical condition
- Serious literary works

*Materials generally not needed include:*

- Textbooks that duplicate current NYU Shanghai holdings
- Leisure books
- Magazines and Journals

To donate books and other materials, please contact

**NYU Shanghai Library**

**T: +86 (21) 20595614**

**Email: [shanghai.library@nyu.edu](mailto:shanghai.library@nyu.edu)**