

Gifts Policy

The University Libraries welcomes and appreciates receiving gift materials. Donated items will be added to the collection when they are consistent with the teaching and research needs of the University, as reflected in the Library Collection Development Policy. Except by special arrangement with the Northern Illinois Universities Libraries, the donor, by the act of donation and/or deed, permanently relinquishes all rights to ownership and dispensation of gifts.

Accepted gift materials will be added to the collection, sold, donated to other institutions or otherwise disposed. As the recipient of gifts, the University Libraries are not in a position to place a value on gifts received, but all gifts are acknowledged.

Please call ahead when donating large collections, or when in doubt as to the suitability of materials. If there are any questions, please ask for the following people:

- **Jim Millhorn**, Acquisitions and Electronic Resources Librarian (815-753-1054)
- **Susan Kapost**, Preservation Section Manager (815-753-9862)