Policies for Donations of Special Materials

The Sprague Library Archives welcomes donations relating to the history of Montclair State College/University, College High School, or the Panzer College of Physical Education. Special materials include items such as photographs, digital files, artifacts & ephemera. Special materials will be housed in the Sprague Library Archives or the Library Special Collections. Digital items may be displayed online.

The Library’s policies for collecting books and other media for the circulating and reference collections can be found here: http://www.montclair.edu/library/about-the-library/departments/collection-development-acquisitions/donations/

GUIDELINES FOR DONATING GIFTS
1. Potential donors should contact the Sprague Library Archivist [Paul Martinez (973) 655-3465, martinezp@mail.montclair.edu] before sending materials to the Library.
2. The donor is required to complete a deed of gift form available on the Sprague Library Archives website.
3. Except in extraordinary circumstances, the Library will not accept donations on which the donor places restrictions that will negatively affect the use of the materials.
4. The Library cannot provide appraisals of a donation’s market value.
5. The responsibility for delivery of donated items rests with the donor.
6. The Archivist will send the donor a letter of acknowledgement.

GUIDELINES FOR EVALUATING DONATIONS
1. All donated items are to be evaluated in light of their relevance to the history of Montclair State along with their physical condition.
2. The Archivist or another Librarian will evaluate donations. When specialized knowledge is required to evaluate a donation, library staff may consult with members of the faculty or others with appropriate expertise.
3. If, on evaluation, the Library determines a donation to be inappropriate for our collections, the Archivist will notify the donor.

DECLINED DONATIONS
1. The Archivist or other evaluating Librarian will record the reasons for not accepting a donation and notify the donor.
2. If donation has been sent without prior notification, the Library reserves the right to return the donation or dispose of the donated items.