

WKU Library Special Collection Donor Information (4/11/2022)

If you would like to make a gift to the Department of Library Special Collections, please review our [Gift In Kind information](#) and review the resources below prior to contacting us at SPCOL@wku.edu or (270) 745-5083.

DONORS SHOULD KNOW THAT LIBRARY SPECIAL COLLECTIONS:

- Does not make monetary appraisals of gifts.
- Evaluates potential donations through an Accession Committee comprised of departmental faculty who may consult with resource specialists and WKU library faculty.
- Acknowledges potential donations with a Temporary Custody Receipt when materials are delivered to Library Special Collections for consideration.
- Donations that are not accepted within 3 months of the date on the Temporary Custody Receipt, will be picked up by the donor or disposed of in any manner deemed necessary. Library Special Collections personnel will communicate with the donor by registered letter.
- Considers a donation completed when the signed Deed of Gift forms are returned by the donor.
- Has limited resources and space; therefore, it is not possible to keep more than one copy of the same book. Exceptions to this rule will be determined on a case-by-case basis by the Accession Committee.
- Will refuse materials with condition issues such as mold, insect infestation, or physical damage to protect existing special collections.
- Accepts monetary donations which should be directed to the Department head. Such gifts enable staff to prioritize the processing of collections and digitization projects which make materials more accessible to researchers. Checks should be made payable to Department of Library Special Collections and sent to:

Department of Library Special Collections, WKU
1906 College Heights Blvd. #11092
Bowling Green, KY 42101-1092.

- May consider deaccessioning for any of the following reasons or combination of reasons: physical damage, potential damage to other archival material, limited research value or use, multiple copies, or conversion to alternate formats.

Additional information on gifts to Special Collections can be found in the following publications from the Society of American Archivists:

[A Guide to Deeds of Gift](#)

[Donating your personal or Family Papers to a Repository](#)

[Donating Your Organizational Records to a Repository](#)