Donations

The Libraries at High Point University appreciate the donation of high quality materials that will augment our collection. Donations can include academic and popular books, DVDs and archival materials. If you want to make a donation, have a question about whether you have materials that are a good match for our collection, or need clarity about our donation policies, contact the library at 336-841-9102 or email us at hpulibraries@highpoint.edu. The Director of the Library or the Head of Technical Services can review a proposed donation to see if it will be a valuable asset for the collection.

All materials donated to the library are a "gift in kind" and our Institutional Advancement office will be notified about any donation. Donors will receive a letter from the Director of Library Services and from Institutional Advancement acknowledging the gift. All materials will become the property of High Point University. Donors will be asked to complete an HPU Deed of Gift, which states that the materials are being donated and will become the property of the University.

Please note, outdated textbooks, popular books and magazines, reprints, commonly available journals, materials that duplicate what is already owned, and materials in poor condition are generally not added to the collection. If we do not add the item to the collection, it may be added to our “take a book collection” in the R. G. Wanek Center, recycled if the item(s) are in poor shape or donated to other libraries that may have a place for the item(s) in their collection.

Because federal tax regulations prohibit the Library from giving appraisals or estimates of value of gifts, appraisals are the responsibility of the donor. The Library will, however, provide a list of qualified appraisers upon request. Donors are encouraged to consult a knowledgeable tax expert about current requirements regarding appraisal information and related IRS forms. All gifts will be acknowledged unless the donor requests otherwise.

Donated materials can be honored with a note in the University catalog indicating who the materials were donated by or in honor of an individual. A list of some of our donated collections can be found at http://www.highpoint.edu/library/donations/

For more information on archive donations please see our University Archive Policy at http://www.highpoint.edu/library/files/2013/05/High-Point-University-Archives-Policies.pdf