General Guidelines for Donations to the Library

The Walter Schroeder Library accepts donations of books, print periodicals, entertainment DVDs, and other appropriate library materials that are valuable and useful to the MSOE community. Accepted donations will be carefully evaluated by a librarian. Please be aware that because of space and resource limitations, we cannot add all donated material to the collection. Donations or parts of donations may not fit into our collection criteria and would therefore not be added. Please also be aware that in order to properly maintain a viable and relevant library collection, books may be removed from the collection at a later date in an evaluation process known as weeding.

Please call (414) 277-7180 to speak to someone about donating before bringing your materials to the library.

Please be aware of the following when considering contacting us regarding a donation:

- Unused items will not be sent back to the donor.
- Donations are accepted on the condition that the item(s) may not be added to the library collection.
- The processing of donated items can require time.
- Donations are acknowledged with a letter which will be sent after processing.
- The library is not able to provide a tax receipt which places a value on the donated books, but for tax purposes, a letter will be mailed to the donor noting the number and condition of donated items received from the donor, as well as the likely disposition of the items.
- Materials not added will be sent to Better World Books or another book donation service.
- Better World Books accepts donations from individuals. If you prefer to donate directly to Better World Books please visit their website: http://www.betterworldbooks.com

Below is a list of donated items that are generally not added to the collection. This list is intended as a guideline for donations. It is not inclusive and the final decision to add materials is at the discretion of the librarian. Please contact us with any questions.

- Duplicate materials
- Readers Digest condensed books.
- Textbooks more than ten (10) years old
- Outdated business, computer-related, and information technology-related publications
- Books on obsolete technologies
- Physically-damaged books and other items

Accepted donations should include a Gift-in-Kind form.

The donor must stipulate the value of the donation on the Gift-in-Kind form at the time of the donation. The Walter Schroeder Library will not assign or validate a monetary value for gifts. This is the donor’s responsibility.