Wesley College Donations Policy

Overview
Robert H. Parker Library is committed to providing a wide range of resources, and donations assist in that effort.

Donating Items
- Wesley accepts most donations of library items including
  - Books
  - Games
  - Audio Books
  - CDs
  - DVDs
- Not all items which are donated will be used in the collection. Unused items may be
  - Sold
  - Donated
  - Recycled
- Periodicals, out of date textbooks, items in poor condition, and old encyclopedia sets are not accepted.
- A donation form should be filled out at the time of donation.
- The staff of the library reserves the right to refuse any donation.

Donation Follow Up
- A thank you letter from the library will be sent out after the donation is received and processed.
- If a receipt is requested for tax purposes, a separate notification will go out from the Office of Institutional Advancement.

Policy Adopted: 2/27/15