

Viterbo University
Todd Wehr Memorial Library

Donating to the Library

The Todd Wehr Memorial Library and Viterbo University thank you for your desire to support our library. Donations are welcome under the following conditions:

- All materials are subject to review for appropriateness and compliance with the policies established by the library staff, including specific policies, as well as our underlying mission and goals. As such, your donation may be used, or not used, displayed, or not displayed, based on the determination by library staff concurrent with these policies and goals. The ultimate disposition of the materials may also be determined by the library staff, including disposal of the item if deemed not useful, or in compliance with our underlying policies and goals. If an item is deemed to be not useful, it is generally offered to the public or academic community first, after which the library will arrange for disposal of the item.
- Books are to be useful to our collection and in a useable condition. Clean unmarked books, which meet our goals, are acceptable. Bookplates, or other materials found in books, should be removed before donation. Primary emphasis will be given to books that fall under the rubric of our academic curriculum. An item may be excluded from our collection if it is in substandard condition, a commonly used textbook, or materials deemed to be outside our academic pursuits or underlying goals.
- The periodicals collection of the Todd Wehr Memorial Library will reflect the curriculum offered at Viterbo University and the interests of students and faculty. The Serials Librarian will strive to build and maintain a core collection of periodicals essential to supporting the research needs of students. This core collection will reflect certain major, multidisciplinary periodicals essential to the holdings of a small academic library as well as primary journals of each discipline represented in the curriculum. Serials outside these goals, or short run serials, may be eliminated.
- Archival material is subject to weeding to determine which materials are appropriate. Please be aware that this process may eliminate part, some, or the entire donation, in order to be fit the goals and needs of the archives and the space that it has. We do not maintain a rare books collection.
- The library staff is not permitted to appraise items. Please have this done before a donation is given. If requested, a gift acknowledgement will be provided by the University.