



## **Policy for the Donation of Books to the Countway Library**

The Francis A. Countway Library of Medicine welcomes donations of print material for inclusion into the library collection. It is through such donations that many valuable items have been added to the collection over the years. Of particular value are newer titles or older, rare materials that might not be widely held at other libraries. All donated materials must be in relatively good condition (e.g., no broken spines, loose pages, mold or mildew).

Potential donors of material should provide a title list of books (please, no loose or bound journals) to Len Levin, the Associate Director for Research, Instruction and Collections, via mail or e-mail (contact information below). Only items already not in the Harvard Library system (cataloged in HOLLIS) will be accepted. Acknowledgement of receipt will be quickly sent with a follow-up within one to two weeks of the titles the library would be interested in accepting. Arrangements for delivery of materials can also be coordinated at that time. The library will not pay for any shipping costs. The library will also not accept any materials delivered prior to the submission of a title list.

Material donated to the Library will become the property of Harvard University and can be used or disposed of as is compatible with the current collection development policy. Appraisals of gifts are the responsibility of the donor. We are happy to provide an acknowledgement letter.

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