Ryan Library Policy on Gift Books and Other Materials

Ryan Library at Point Loma Nazarene University appreciates the generosity of those who wish to donate books to the library’s collection. Due to staffing and storage constraints, the library requests that such gifts be manageable in quantity. Addition of materials to the library’s collection requires a substantial investment of time and resources on the library’s part; accordingly, acceptance or refusal of any gift is ultimately the decision of the Library Director. Even gifts that meet the donation guidelines may occasionally be refused due to time or other considerations. Gifts of personal collections or particularly large quantity are generally not accepted.

Potential donors are asked to review the library’s donation guidelines to determine whether the gift is likely appropriate for the collection. Donors whose gifts fit the guidelines are asked to contact the Library by phone at (619) 849-2338 or by email at RefLib@pointloma.edu to verify that the library is able to accept the donation. Donors wishing to provide monetary or other non-book gifts should contact the Library Director. Donated items become the property of Ryan Library and may be added to the collection, discarded, sold, or donated to other libraries at the discretion of the library staff. Donors will receive a letter acknowledging receipt of any gift books accepted by the library; valuation of donations is the responsibility of the donor.

Gift Guidelines

- Ryan Library can accept books in new or very good condition that support PLNU’s current curricular offerings. Books are expected to be academically appropriate in scope and level of discourse.
- Ryan Library cannot accept pamphlets, periodicals, or audiovisual materials. Books that are damaged, marked, or obsolete cannot be accepted, nor can textbooks. Duplicates of current holdings will not be added to the collection.
- Gift materials should be of such a nature that they can be integrated into the collection and not require special facilities, control, or staffing.
- Donors who believe their gifts are of archival value to the University should provide appropriate documentation of the gift’s importance when contacting the Library Director to discuss the donation.

Gift Procedure

Contact the Library Director to discuss your donation. If the Director agrees to accept your donation, please do the following:

- Create an itemized list including title, author, publisher, and publication date for each item you wish to donate. You may wish to create this list prior to contacting the Director in order to most effectively convey the nature of your donation.
- Securely box your donation in cardboard boxes that can be closed completely and stacked easily. Boxes will not be returned to the donor.
- Make an appointment with the Library Director to arrange delivery of the donation. Unless special arrangements have been made, books donated to the library must be transported by the donor.