



VITERBO
UNIVERSITY

TODD WEHR MEMORIAL LIBRARY

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- 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, goals, and academic curriculum. 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. Materials may be disposed of if deemed not useful or in compliance with our underlying policies and goals. Every effort will be made to work with local booksellers or charitable organizations. When materials are determined to not be needed, they will be disposed of in as environmentally friendly manner as possible.

- 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. An item may be excluded if it is in substandard condition, a commonly used textbook, or materials deemed to be outside our academic pursuits or underlying goals.
- The serials collection reflects Viterbo's academic curriculum as well as the research interests of students and faculty. Due to a decline in print usage, print serial donations will only be added on a rare basis.
- Archival donations may undergo a weeding process to determine which materials, if any, are appropriate for the collection. Please be aware this process may eliminate part or even the entire donation. We do not maintain a rare books collection, nor other collections unrelated to Viterbo history.
- The library staff is not permitted to appraise items. Please have this done before a donation is given. If desired, use the space below to estimate the monetary value of your donation for the purposes of tax deduction.

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