

Library Gifts and Donations Procedure

Effective: October 1, 2025

I. Purpose

The purpose of this procedure is to establish the criteria and conditions under which donations are accepted, ensuring that resources comply with selection and acquisition policies. This ensures the appropriate integration of materials into existing collections, maintains the quality and relevance of resources, and protects the health and safety of employees and users.

II. Gifts and Donations Procedure

The library will accept donations and gifts if they meet the following specifications:

1. The donor must have the capacity to dispose of their property as the owner or must be legally authorized to commit to transferring ownership of the movable property that is the subject of the donation to Sagrado free of charge. The donation becomes official upon the physical delivery of the movable property that is the subject of the donation and is formalized in a private instrument that describes and values the donated movable property.
2. The acceptance of any resource acquired through donation is subject to the same criteria that apply to the selection and acquisition of resources purchased (subject matter, intellectual content, language, relevance, timeliness, potential demand, format, accessibility, and authority).
3. Every donation must be accompanied by a list detailing its contents (title, author, year of publication) and, if possible, its approximate value.
4. The donor shall not impose any restrictions or limitations on the use of the donated resources. The library reserves the right to dispose of any donation in the manner it deems most convenient and appropriate.
5. The library does not accept conditional donations that require the resources to be cataloged, managed, stored, or disposed of in a predetermined manner or that restrict their use. Once the resources have been evaluated and physically prepared, they will be integrated into the various collections that make up the library, thereby avoiding the need for special or separate areas and additional staff to manage them.
6. The library reserves the right to refuse or confiscate donated items whose physical condition, cleanliness, or state of disrepair pose a threat to the health of employees and patrons or to the environmental quality of the collections.

7. Donations of periodicals will be accepted only to supplement existing titles in the library's collection. If a valuable publication is received, it will be evaluated by the Lead Librarian for Technical Services.
8. Donations of electronic resources will be accepted.
9. The library will not conduct official appraisals nor will it be responsible for the monetary value of donated resources for tax deduction purposes. It will only issue a letter of appreciation for the donation.
10. The library will not accept collections whose sole purpose is the storage of donated resources.
11. Responsibility for any final decision that differs from the provisions of these guidelines rests with the Library Director and the Vice President for Development and University Relations.

III. Questions About This Procedure

Inquiries regarding the scope and interpretation of this Procedure should be directed to the **Library** at 787.728.1515, ext. **5123**.

IV. Reports of Violations of This Procedure

Reports of violations of this Procedure should be directed to the Office of Compliance, Internal Audit, and Institutional Integrity via email at cumplimiento@sagrado.edu.

Any violation of this Procedure will be addressed in accordance with institutional policies and procedures. The Universidad del Sagrado Corazón reserves the right to interpret this Procedure in its administration, implementation, and enforcement.

Any violation of this Procedure by a student, faculty member, administrative staff member, or any other person may result in disciplinary action, which may include expulsion from the University (students) or termination of employment (faculty and administrative staff), or other appropriate legal actions.


~~Anuchka Ramos-Ruiz, Ph.D.~~
Provost