GIFT POLICY

Financial contributions to support the library should be arranged through the [Trinity Development Office](http://www.trnty.edu/givinghome.html).

**Circulating Collection**

Gifted and donated material will be evaluated for content that supports Trinity Christian College’s curriculum. The Library will add gift material to its collections if the item(s) support instruction at the College and space permits. Books and other items given to the Library become the property of Jennie Huizenga Memorial Library upon donation.

In order to make the most efficient use of library resources, the library reserves the right to dispose of gifts that are duplicates or irrelevant to the collections. Disposition of out-of-scope materials may include sale, donation to another entity, or recycling.

**Dutch Heritage Center**

Donations of materials for the Dutch Heritage Center are accepted at the discretion of the library director.

Considerations in accepting materials for the DHC include, but are not limited to:

* Potential research value
* Overlap and/or fit of materials with the existing collection
* Staffing availability to process materials

When a donation of materials is accepted, there may be items within the collection that are not retained. Items not retained for the DHC can either be returned to the donor or disposed of at the library's discretion.

Last revised by Cathy Mayer, on 5.26.2017