



POSTAL HISTORY FOUNDATION

Peggy J. Slusser Library

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POLICY REGARDING DONATIONS OF COLLECTIONS TO THE PEGGY J. SLUSSER MEMORIAL PHILATELIC LIBRARY

While the contents of each collection proposed for donation will be considered on a case-by-case basis, the Board of Directors of the Postal History Foundation (PHF) and members of the Slusser Library Committee have adopted the following general policy:

1. That a sub-committee consisting of a Board member (or members), the Chair of the Slusser Library Committee, and the librarian of the Slusser Library is the evaluating group of any proposed donation and that their recommendation is brought to the Board for confirmation.
2. Any proposed donation must be within the scope of the Slusser Library collection policy to be evaluated for acceptance.
3. That the donated material becomes the property of the Postal History Foundation under the stewardship of the Peggy J. Slusser Memorial Philatelic Library through written deed of transfer.
4. That any such donation will be integrated with the Slusser holdings using Library of Congress cataloging for monographic or periodical collections.
5. That accepted donation should be accompanied by sufficient funding to allow cataloging to be done when needed unless other considerations dictate a waiver of this rule.
6. That duplicate material in the donation may be disposed of by transfer, sale, or other means.
7. That material within the donation but outside of the scope of the Slusser collection may be disposed of by transfer, sale or other means.
8. Users of the Slusser Library will have access to the materials from the donation, as they would to any other items in the library. As with the rest of the library's collection, some items that are deemed to be too fragile or rare may not be available for public use. For more information, see the policy "Using Library Services at the Postal History Foundation" <http://www.postalhistoryfoundation.org/libpolcy.htm>
9. Collections with restrictions on use (other than IRS holds) will not be accepted.
10. When reviewing the holdings, the following will also be considered:
11. the amount of shelf space or storage space required to house the donation
12. any need for the outlay of capital expenditure, such as for additional shelving, compact shelving or other special requirements (map drawers, cabinets, archival storage material, etc.)
13. the amount of additional library resources that will be required for reference responses, maintenance, conservation & preservation of the donation, insurance, etc.
14. A receipt will be provided from the Postal History Foundation to the donor for tax purposes.