Eugene H. Maly Memorial Library Guidelines for Donating Gifts

Thank you for thinking of the Athenaeum for your donation! Donations and gifts help the Maly Library fulfill its mission as the research and study center of the Athenaeum of Ohio/Mount St. Mary’s Seminary.

Inclusion of gifts into the collection is based on relevance to the Athenaeum’s mission, its curriculum, faculty research interests, the Maly Library collection development policy, the condition of the material, and the donation guidelines.

To donate or to ask questions regarding donations to the library, please contact the Library Director Connie Song at 513-233-6135 or csong@athenaeum.edu.

Subject Matter of Donated Items
The Maly Library serves students, scholars, local parishioners, new converts and non-Catholics interested in learning more about Catholicism. As a Roman Catholic seminary and graduate school of theology, we welcome donations in the following content areas:

- Philosophy and theology (especially from a Catholic perspective)
- Biblical studies (including commentaries from all Christian faith traditions)
- Church history
- Catholic liturgical practice, music and arts
- Christian life and practice (e.g. morality and ethics, prayer, spirituality, parenting, etc.)
- Pastoral studies (e.g. catechesis, canon law, pastoral administration, homiletics, etc.)
- Materials related to the Athenaeum of Ohio, the Archdiocese of Cincinnati, local parishes, or Catholicism in Ohio

In general, we do not collect fiction, textbooks, popular magazines or movies, or children’s materials.

Types of Items Accepted

- Bibles
- Books (new and used)
- CDs, DVDs (no cassettes or VHS)
- Journals (scholarly only. No magazines)
- Manuscripts, Incunabula, scrolls and other rare books
Conditions of Acceptance
Materials must be in good condition, i.e. clean and undamaged. Generally unacceptable are items with extensive underlining and markings, water damage, loose binding, torn pages, etc. Items with mold or mildew are of no use to the library as they can damage the rest of the collection and may pose a health hazard.

Gifts accepted by the Maly Library become the property of the Athenaeum. Donors are generally not allowed to place special restrictions on the use or disposal of the gifts.

At the discretion of the library staff, donated items may be…
• made available to students, faculty and guests of the Athenaeum;
• added to the Maly Library collection;
• donated to other libraries;
• or disposed of in some other environmentally mindful way.

Upon the Donor’s request, the library staff will acknowledge the gift of donated items by a written form letter. We cannot provide an inventory listing of the donation.

Federal tax regulations prohibit the Maly Library from providing an appraisal or estimates of value of a gift. Obtaining an appraisal or valuation statement is the Donor’s responsibility.

Delivering Donations
The library does not have any means to pick up books or other gift material. It is the Donor’s responsibility to bring donations to the library during open hours.

The library can handle a small quantity of item donations. Please follow these guidelines and be selective about what is donated.

Options for Large Donations
For items that do not fit our guidelines or for large donations, we suggest the following:
1. Find a local parish library willing to take the donation.
2. The Friends of the Public Library pick up large donations. Details are here: http://friends.cincinnatilibrary.org/donatebooks.html.
3. Local used book buyers Jack and Kate Early come to your home, pack up your donations, and give you a few dollars per box. A number of academic libraries in Ohio, including the Athenaeum, use their services when weeding items. They may be reached at KateSEarley@aol.com, 513-774-7995 (home), or 513-919-0633 (cell).

Monetary Donations
Monetary gifts and memorial contributions are also welcome. Donated funds will be used to purchase material for the collection in accordance with the Maly Library’s Collection Development policy. If requested, items purchased with gifts or memorial funds will be recognized with special donor bookplates. We are open to suggestions for topics as long as they fall within our collection guidelines. As with any donated materials, the library staff reserves the right to withdraw material purchased with donated or memorial funds.