



**The University of Michigan-Dearborn
School of Education
Curriculum Lab Library**

GIFT POLICY

The University of Michigan-Dearborn School of Education Curriculum Lab encourages gifts of books, periodicals, newspapers, pamphlets, photographs, and other types of recorded information which will be useful to the Curriculum Lab Library and which will increase the scope of its collection.

The Curriculum Lab's policy is that no materials will be accessioned as gifts which would not be approved for inclusion through normal selection procedures.

The Curriculum Lab retains the sole and final discretion to decide whether items received will be accepted as gifts. Items not accepted as gifts will not be returned. All gifts are considered permanent and cannot be returned to the donor.

The Curriculum Lab generally cannot accept gifts with specific stipulations, such as keeping a private library intact as a collection. The Curriculum Lab reserves the right to integrate gifts with other materials on the same subject, so that all collections are organized and classified according to library standards for the best student and faculty service.

The Office of Gift Administration in Ann Arbor will issue a Gift Receipt, and the Curriculum Lab will issue a thank you letter for the donation.

Please contact Paul Bielich, Instructional Learning Manager, at 313-593-5329 or pbielich@umd.umich.edu if you are interested in donating materials to the lab library

Approved by Paul Zions, Ph.D., Dean of the School of Education, University of Michigan-Dearborn
July 31, 2007