

The Margaret R. and Robert M. Freeman Library of the Virginia Museum of Fine Arts welcomes gifts of books and other research materials. Through many generous donations, our library is able to add depth to the academic resources available to our community. Particular interest is paid to scholarly, current, rare and archival items. The following guidelines are offered to assist donors to better understand the donation needs of the library. Based upon these criteria, the VMFA Library retains the right to accept or decline all potential gifts. Please read through the following guidelines and contact the library by phone 804-340-1495 or email library@vmfa.museum with any questions or to send information regarding your donation proposal.

I. General Guidelines

Due to being at our maximum storage capacity in the library, the library's goal in accepting gifts is to acquire only materials which are highly relevant to the museum's needs. The library has particular interest in focused donations that support the museum's strategic goals, particularly rare books and archival materials.

We accept gifts that:

- Support the library's current and evolving collection interests and principles
- Sustain the research needs of VMFA staff and researchers;
- Augment collections of depth
- Enhance the unique and noteworthy holdings of VMFA special collections.

We are not able to accept gifts when:

- Materials are not in good physical condition, e.g., contain mold or mildew, tears, stains, water damage or are in any way impaired in a manner that results in limited or restricted use. These items are potentially harmful to existing collections.
- Materials require significant restoration or conservation or unique storage, unless accompanied by appropriate funding.
- A donor places restrictions that will negatively affect access to and use of the materials.

We also do not accept:

- Textbooks
- Popular trade paperbacks.
- Single issues of periodicals or broken runs of bound periodicals, unless they fill gaps in our current collection.
- Outdated media formats such as LPs, cassettes, etc. [special exceptions can be made if the formats are part of a complete archival collection]
- Outdated Reference Texts
- Materials which duplicate current holdings.
- Photocopies/facsimiles of original materials.

II: Gift Requirements

Donors must provide a list and description of all items (including condition, year, and any other important information) of any gift before it can be considered.

Auction Catalogs must be individually listed including auction house, title, and date.

Periodicals must be individually listed including title, date, and volume.

In the absence of such documentation, the library may require on-site evaluation of the collection by a subject-area specialist or other library staff before a determination to accept the gift can be made. These subject-area specialists will evaluate potential gifts for appropriateness to the collection.

Gifts delivered without prior arrangement or contact with the library staff WILL NOT BE accepted or acknowledged.

Donors need to fill out paperwork to make the donation official, depending on the donation. This may include a donor agreement, a deed-of-gift, or an In-kind Gift Form.

III. Disposition of Gift Materials

Once we determine that a gift meets the Library's selection criteria, we will catalog the items and make them accessible in Pandora (the online public catalog) as soon as possible.

Appropriate donor recognition may be placed within the online catalog record.

Gifts that are not selected to be part of the Library collection may be disposed of through the museum's gift shop sale or through donation to another state-wide partner or local institution.