



Leonard Lief Library Collection Development/Donations Policy

Based on annual allotment of funds, the Library's top priority is to support Lehman College's undergraduate and graduate curriculum and instruction. In addition, the Library acquires print and electronic resources to support faculty research and publication. Our overall objective is to build a balanced and comprehensive collection of quality, authoritative and current research, reflecting a multiplicity of viewpoints and perspectives.

Purchase of course textbooks is limited by budget and number of students enrolled in the course. Faculty is encouraged to provide a desk copy of the required text when the publisher supplies one.

Donations

While the Library welcomes donations of appropriate materials, gifts should be directed to the applicable subject librarian. Before delivering materials, donors should prepare a list of the items including author, title, publisher, publication date, and condition. The subject librarian reviews the list and determines whether or not the material will be accepted.

Donors will receive an acknowledgement letter from the Library noting the number of books donated. The Library reserves the right to incorporate materials into the collection, or may sell or dispose of it at its discretion.