

Library Donation Policy

Gifts of books and other materials have played an important role in building the collections of the New England Conservatory Library. The library continues to welcome gifts in kind, but due to space constraints and the high costs associated with processing, storing, and preserving materials, the library can accept only selected items that meet current curricular needs and support the library's mission. For materials that contribute to the historical record of the Conservatory, please consult our Archives and Special Collections donation policy.

[Archives and Special Collections Policies](#)

Procedures

Potential donors should contact the [library](#) to discuss their gifts. The Director makes all decisions regarding gifts in kind, and approval must be granted prior to delivery. Unsolicited gifts in kind will not be accepted. To facilitate the evaluation of your gift, please provide an inventory.

Once accepted, donated materials become the property of the New England Conservatory and cannot be returned. Please note that we may not add every item from a donation to the collection. Items not retained may be offered to members of the NEC community, other libraries, or outside organizations.

Donors are responsible for packing, shipping, or delivering gifts. All fees related to shipping, insurance, and delivery are the donor's responsibility.

Upon request, donated materials may be acknowledged through a bookplate or a note added to the library catalog record.

Appraisals and Tax Deductions

The library will acknowledge receipt of all pre-approved gifts with a letter or email. Gifts valued at more than \$5,000 must be appraised prior to the donation. In compliance with IRS regulations, NEC employees may not provide appraisals or valuations of gifts to donors or potential donors. The appraisal of a gift for income tax purposes is the responsibility of the donor. Please consult a tax specialist for additional information.

Donation Guidelines

We are especially interested in materials related to NEC, faculty, and alumni.

We generally do not accept:

- Outdated or obsolete media formats, including:
 - LPs and 78s
 - Cassette tapes
 - DAT tapes
 - Reel-to-reel tapes
 - VHS or Beta tapes
 - Laser discs
- Damaged, moldy, highlighted, incomplete, or water/fire damaged materials
- Magazines/journals and newspapers
- Homemade CDs
- Photocopies

Other Ways to Support the NEC Library

NEC is grateful for monetary gifts earmarked for the library. These donations have far-reaching impact, expanding the resources and services available to students, faculty, and staff by supporting the acquisition of new materials, furnishings, and equipment, as well as funding digitization projects, special programs, and services otherwise not covered by our operating budget. You may make a donation to the library by contacting the Library Director, [Richard Vallone](#).