



# Gifts to the Library

April 2011

The library welcomes gifts of books, maps and other materials related to the Earth and Natural Sciences. The library will not accept donations of materials that have been exposed to water or mildew, since these items can introduce mold and mildew into the rest of the collection.

The library evaluates donated items for their relevance to the collection. *Before making a donation* to one of the libraries in our system, please contact the responsible branch individual (see below), who will assist in determining whether your items are appropriate and needed for the collection. Some items may be given to organizations that can use the materials while other items may be offered to visitors of the library or recycled. The library reserves the right to dispose of donations appropriately; we cannot return items not chosen for the collections.

The USGS Library is particularly interested in the following material:

- USGS Field Records and photographs
- Fieldtrip guidebooks
- Publications that fill identified gaps in our current collections
- USGS Open File Reports (pre-1975 only)
- Royalty checks
- Rare items

We cannot accept:

- Copies of government reports including older USGS reports
- Old books and maps (except landmark works that fill a gap in the library's collections)
- Back issues of common earth and natural science journals
- Back issues of journals that are out of scope for the USGS Library
- Textbooks

We regret that we cannot promise that any material donated to the USGS Library will be added to our collection. The USGS Library does not coordinate or manage a surplus acquisition and distribution program for books and journals not needed in the collections. Surplus USGS publications are typically recycled or offered to library visitors.

## Branch Contacts for Potential Donations:

- Reston: Irena Kavalek <[ikavalek@usgs.gov](mailto:ikavalek@usgs.gov)> or 703.648.4486
- Denver: April Kobayashi <[aakobaya@usgs.gov](mailto:aakobaya@usgs.gov)> or 303.236.1095
- Flagstaff: Donita Polly <[flag\\_lib@usgs.gov](mailto:flag_lib@usgs.gov)> or 928.556.7272
- Menlo Park: Joseph Langdon <[jlangdon@usgs.gov](mailto:jlangdon@usgs.gov)> or 650.329.5013

The Reston Library is managed by the Core Science Systems Mission Area. For more information about the library and its services, visit the Web site at <http://library.usgs.gov>, call the library at 703-648-4302, or e-mail them at [library@usgs.gov](mailto:library@usgs.gov)