

**JONES MEMORIAL LIBRARY**  
**2311 Memorial Avenue**  
**Lynchburg, Virginia 24501**  
**(434) 846-0501**

**ACQUISITIONS POLICY**

In order to maintain the highest professional standards in the acquisition of research materials for the Library's collections, the Board of Trustees has adopted the following as a statement of policy:

1. Acquisition of research materials as gifts is the professional responsibility of the Executive Director and designated professional staff, acting in accordance with the current Collection Development Plan. Trustees and friends are encouraged to assist in identifying and obtaining collections for the Library, acting in an advisory capacity.
2. Donated materials will be brought into the Library and processed for the collections only after a formal DEED OF GIFT has been completed by the legal owner of the materials.
3. The form and content of the DEED OF GIFT for donated materials is negotiated only by the Executive Director and designated professional staff following the guidelines published by the American Library Association and the Society of American Archivists. Each such document will include (as a minimum):
  - a. statement of copyright ownership or clearance of unpublished materials in the collection;
  - b. the Library's intention to allow open use of materials by researchers to the fullest extent possible.
4. Any acquisition determined by the Executive Director to be in violation of the terms of this policy will be returned to its legal owner without delay.

Approved by the Board of Trustees, 11 January 2024