

The Thurgood Marshall Library graciously welcomes donations from faculty, staff, and students but asks that the following guidelines be followed.

1. Please do look at our academic programs listed below before considering your materials for the Thurgood Marshall Library collection.

<https://www.bowiestate.edu/academics/explore-our-programs/>

2. As an academic institution of higher education, the library does not have an immediate need for general popular fiction titles (e.g., Stephen King, a single issue of journals, magazines). However, works from notable Black authors may be accepted.

3. Materials older than ten (10) years old must be relevant to the current curriculum taught at the university. The Acquisitions staff will consider rare materials to continue the expansion of our Special collections. Thus, we welcome Bowie State University and the State of Maryland titles at any time.

4. Due to the volume of work involved in the Acquisitions Department, we cannot pick up items from outside the library physically. Donations exceeding twenty (20) or more must be boxed; written documentation to include the author, title, and year of each work must be included with all donations. This documentation can be sent electronically to ajoseph@bowiestate.edu or in person between 8 am-5 pm, Monday through Friday.

5. Visibly damaged titles are not welcomed (e.g., Bind and water damage, scratches, moldy or mildew).

6. Please allow up to 14 days (about two weeks) to receive acknowledgment of all materials donated.

7. The Thurgood Marshall Library cannot determine the monetary value of titles for tax purposes, and as a result, this information will not be included with acknowledgment letters.

8. All materials become the property of Bowie State University, and we reserve the right to reject the titles not warranted for university usage.

9. Please direct any questions or concerns to Etana Laing, Acquisitions Library Associate at (301) 860-3994 or elaing@bowiestate.edu