

Policy 1-4 Rev. 2
Date: May 12, 2008

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Subject: **ACQUISITION OF BOOKS; ACCEPTANCE AND DISPOSAL OF COMPLIMENTARY BOOKS**

I. PURPOSE

To outline university policy regarding:

(A) books acquired by or on behalf of the university or any of its departments through research contracts and grants, development funds, or general funds; and

(B) other books received from publishers or distributors by University employees (including faculty members) and not purchased with personal funds (i.e., "complimentary books" or review copies.)

This policy does not apply to university libraries.

II. DEFINITIONS

For the purposes of this policy, the term "books" shall be interpreted to include not only the traditional format of bound printed pages typically used in University courses at the time of adoption of this policy, but also includes materials, information, teaching instruments or data collections distributed in any media, including but not limited to audio and videotapes, digital storage media such as optical or magnetic disks, and internet or similar transmittal for which fees are typically charged.

III. POLICY

- A. Books acquired by any department of the university other than the university library through research contracts and grants, development funds, or general funds shall be controlled by the requisitioning department.
- B. All books acquired by university departments, except those acquired with funds from a grant or contract which restricts marking or identifying books, should be stamped by the department ordering the books. Books should be stamped "University of Utah" on the title page and top edge of the book.
- C. Title to all books purchased under research or training contracts or grants shall be vested according to the agency regulations at the time of the acquisition. At the termination of the contract or grant such books will become the property of the university or returned to the awarding agency if required by agency regulation. It is the primary responsibility of the principal investigator to comply with the specific grant or contract regulation. Books not reverting to the contract-granting agency should be stamped by the department and if no longer needed by the department forwarded to the university library.
- D. Departmental collections developed with non-library book purchases will come under the jurisdiction of the director of libraries when they exceed one thousand titles.

- E. To comply with state law, books received from publishers or distributors by university employees (including faculty members) and not purchased with personal funds (i.e., "complimentary books" or "review copies") are the property of the University of Utah and may not be sold or exchanged for personal gain. Employees may, however, retain these books for use, at their discretion, for academic or professional purposes, and (absent extraordinary circumstances) these books may be retained by a departing employee. Employees may dispose of complimentary books that they judge are not useful.

Current Version: 2

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Board of Trustees - May 12, 2008

Background Information for Revision 2: [1-4 R.2 appendix](#)

[Rev. 1](#)

OUTDATED