

Frequently asked questions

1. How do I donate books to the Library and can I get some assistance with logistics and transportation?

You can mail the books directly to **The University Library, Rishihood University, NH44, Bahalgarh Chowk, Sonipat, Haryana- 131021.**

After mailing in your books, please write to us at giving@rishihood.edu.in with your credentials, contact details and description of items donated. We would love to get in touch with you.

If you need any assistance with logistics and transportation, fill out the [donation form](#) with your zip code and personal information. We will direct you to a volunteer/an organization that can pick up your items.

2. What items will the Library accept for donation?

We Welcome:

- Rare or unusual books in good condition
- Classics in excellent condition
- Educational materials - Material for scholarly research and information dissemination
- Test preparation guides: less than five years old
- Material for scholarly research and information dissemination
- Books, materials, and resources, with historical, cultural, social, and archival value
- 100 years old handwritten Letters
- Rare newspapers
- Palm leaves Manuscripts
- Copperplate Manuscripts
- Clay Plate Manuscripts
- Manuscripts
- Handwritten books

Please Note: Materials donated must be in good condition. They should be clean, unmarked, and without missing pages. They should be free of pests, mould and mildew. They must not require repairs or fumigation. The Library reserves the right to refuse donations that do not meet the criteria.

3. What will the books be used for?

Your donation will be added to the Library's collection and used in our annual reading programs.

4. How many books can I donate?

We welcome any size donations (no limit) of books and other library materials.

5. Can I get a receipt for my donation?

The Library will, upon request of the donor, provide a receipt for donated items. Once accepted, donations are the property of the Library and cannot be returned to the donor.

6. How will my gift be acknowledged?

The Library will acknowledge all donations as follows:

- The Donor's name will be mentioned in the accession register of the library.
- For donations above 500 books, the donor's name will be displayed on the donor recognition wall. We recognize donors in three categories: Above 5000 books, Above 1000 books, and above 500 books.

7. How will I find out if my gift was accepted?

The donor will be notified within three weeks after the review whether or not the Library will accept the gift. The University Librarian will determine whether the gift's content, format, physical condition and size are suitable for addition to the Rishihood Library collection.

Any questions not answered by this document should be directed to: giving@rishihood.edu.in.