Shea Library accepts gifts and donations from all parties. However, not all donations are appropriate for the collection and are only added at the discretion of the Collection Development Librarian or Library Director. Some donated materials may be judged as more appropriate for the Archives collection, and will be added accordingly. The library does not appraise the value of materials donated. Letters acknowledging receipt of donation are sent once a year in December. Once accepted, donations cannot be returned and may be removed from the library collection at any future date. The library reserves the right to dispose of gifts not added to the collection as it sees fit.

James J. Shea Memorial Library does not accept the donation of out of date textbooks of any kind.

Audiotapes are periodically contributed to the Oral History collection. These items as well as archival material are considered irreplaceable. None of these items fall within the range of the collection development policy. They are treated with the utmost of care and are only available for scholarly research.