GIFT POLICY

Introduction

The Hilton C. Buley Library recognizes that gifts play an important role in building the library collection and often accepts gifts. Donations may be in the form of library materials or funding for library materials. Library materials that are given must meet the overall collection development policy before being added to the collection.

Material Gifts

The library will accept gifts of library materials at the discretion of the Director of Library Services, with the understanding that no conditions to acceptance will be recognized. The library administration reserves the right to determine the retention, location, cataloging treatment, and other considerations relevant to a gift’s use or disposal. Commonly, a donation of books will not be added to the library as a cohesive collection, but will be distributed throughout the library in accordance with the library classification scheme in use. (Records may be marked in the on-line catalog to allow the generation of specific gift bibliographies.) Other materials will be dispersed in the manner most appropriate to their format. The library will request that any large donation of library materials be accompanied by financial resources to allow their timely cataloging and processing. A title list should be presented with any donation. The donor is advised to include name, address, date and content notes on each container of materials. Donated materials should be in good physical condition.

The library will not accept responsibility for picking up donations. When the donated materials and list are submitted, the gift will be acknowledged with a letter from the Library Director. If the donor submits no list, the Library Director will acknowledge only the number of items received.

Procedures for accepting gifts of materials

1. Donors are asked to read and sign the gift policy statement document and acknowledge that they have a clear understanding of the policy.
2. Gifts are accepted without condition.
3. A record of donor’s name, address and gift particulars is forwarded to the director for acknowledgement.
4. Gifts are sorted as to whether appropriate or not for Buley’s collection.
5. Appropriate gifts are searched in CONSULS and sorted as to “owned” or “not owned.”
6. Gifts not owned by Buley are sent to subject liaison librarians for final approval or disapproval.
7. Approved gifts are sent to cataloging and added to the collection.
8. Gifts already owned by Buley library may be exchanged for shelved titles if gift is in better condition.
9. Gifts not approved for addition to Buley’s collection may be sold, traded, donated to another library or discarded.

Appraisal

The Library can not establish the value of a donation for income tax or any other purposes. Donor’s should secure a gift appraisal from an independent agent prior to making their donation.

Monetary Gifts

Library will work in conjunction with the University Development Office to accept monetary gifts. Donors may specify certain titles for purchase or may request that spending be focused on certain areas within the curricula and research fields of the University. Any materials purchased must meet collection development criteria. The Library will reject monetary gifts specified for buying materials that fall outside the range of the Collection Development Policy.

(approved, Collection Development Committee, October 26, 2001)