

GUIDELINES FOR ACCEPTING GIFTS

Gifts can be valuable additions to The College of the Mainland Library collection. The library welcomes donations of books as well as monetary gifts. However, as an academic library with a mission to the college, we must be selective about what is added to the collection. We appreciate donations that are relevant to the college's curriculum and popular leisure-reading titles that are in good, clean condition. We also accept used, current edition textbooks, DVD's, CD's and audio books.

No gifts and grants will be accepted on which the donor places restrictions. If gifts are accepted it should be understood that, upon receipt, the library becomes the owner of the material and, as such, reserves the right to determine its location, cataloging treatment, and other considerations for its use, maintenance, or removal.

The library will not appraise or estimate the value of gift donations. The responsibility for such assessments lies with the donor. The library encourages donors to consider, for their own interest, obtaining an appraisal of their gifts for income tax purposes.

Please make arrangements with the library before dropping off your gifts. You can do this sending an email to the Collection Development Librarian (Erin McDaniel – emcdaniel3@com.edu). Please be sure to include your address and name on this form so we can acknowledge your gift.

STEPS

1. EVALUATING THE GIFTS

The Collection Development Librarian receives all donated gift items to be processed, and adds them to the Donated Books List. The library acknowledges more than 5 book donations via a thank-you letter. The Collection Development Librarian will evaluate gifts and will make the final decision on adding them to the collection. All gifts are to be evaluated in light of the following criteria:

- ability to add depth to the existing collections
- potential popularity of leisure reading title
- support of overall collection development priorities
- relevance of content
- physical condition
- users' need

Gift materials are checked against the library catalog to determine if an exact copy of the material is already in the collection. If the title is a more recent edition of a title in the library, the gift shall be kept. If the title is an older version of an existing work in the library, the title may be disposed of in accordance with the steps set out below. If the donated material is in better physical condition than the same material in the collection, the library reserves the right to swap out the existing copy for the donated copy or, in cases of heavily used materials, to reserve the donated copy as an extra copy.

The Library will not accept gifts when their physical condition does not allow normal library shelving and use.

Any materials in good condition but not meeting the criteria in the collection development guideline shall be either be sold in the Library book sale, donated to Better World Books, or sent to auction.

2. ADDING GIFTS TO THE COLLECTION

All gifts added to the collection will be cataloged and listed in the Library's online public catalog.

Since all gift materials that are added to the general collections are shelved in the appropriate subject classification, the Library cannot maintain separate named collections.