

## *Chapter Nineteen*

# **Gift and Exchange Statements in Policies**

Many libraries are far too disposed to accept donated resources, relaxing the evaluative criteria as applied to traditional library purchases. They generally do so either to please would-be donors or to compensate for budgetary shortfalls. This practice opens the floodgates for patrons and others to demand the inclusion of additional materials of poor quality, albeit often at considerable cost.

Even when gifts are added to the collection according to the same standards applied to purchased items, accepting gifts poses myriad problems:

- Free items are not really free in that they require investments of time and money to process.
- Donations often come with strings attached; for example, libraries may be required to take an entire collection (rather than being allowed title-by-title discretion) or house it in a special facility. A particularly strong collection typically commits the institution to future acquisitions.
- Even where gifts meet evaluative criteria, the donation of large numbers of titles within a relatively narrow subject area often results in an unbalanced collection.
- Donors might well be offended if the library refuses their gift or, worse yet, disposes of the material in a manner they don't approve of (e.g., book sale, public giveaway, incineration).
- Some libraries choose to refuse all gifts rather than inherit any of these problems.

Other institutions opt to limit gifts to financial endowments. In this manner, the library enjoys greater control over the particular acquisitions to its collection. Name plates within individual books, honorary plaques, and the naming

of libraries and special collections represent strategies employed by librarians to encourage monetary gifts.

Whatever choices the library makes, it is imperative that they be codified in a written policy statement. The statement ought to incorporate clear-cut evaluative criteria, or allude to a listing elsewhere in the policy. Step-by-step procedures for handling gifts should also be included along with a mechanism for contacting donors about materials that the library declines to place in the collection. Libraries should spell out the way by which unacceptable materials are disposed of; such actions will only take place with the prior understanding—and granted permission—of the donor. This agreement is most effectively secured by means of a donor agreement form to be read and signed prior to the actual delivery of the gift.

A truly thorough gifts policy will also note target audiences likely to provide the most valuable donations (including collection building monies) along with strategies for reaching them. A periodic newsletter (print or online) represents a useful public relations tool that can stimulate focused gift-giving (i.e., geared to perceived institutional needs) through announcements of recent donations or by profiling the library's special collections and services.

An aggressive program such as this necessitates having a plan for dealing with the donor's attaching "strings" to the giving process. Consultation with the library's body or chief administrators is an important preparatory step in drafting a consistent set of guidelines for addressing donor wishes. Satisfied donors serve as one of the strongest inducements for acquiring valuable gifts in the future. Serious collectors almost always belong to a network of like-minded individuals; news spreads quickly regarding institutions providing the most appealing amenities: an attractive and suitably located facility; a service-oriented staff; strong security measures and established procedures for handling valuable resources with care; and some degree of recognition for the donor and/or collection.

While a separate section within the overall policy helps focus attention on the process of handling gifts, it is important to include provisions within the other collection development components that are also affected by this program. Acquisitions is the sector perhaps most directly involved in terms of the expenditure of staff time and effort. The receipt of donations often entails the maintenance of an active exchange program administered by the department (or staff) charged with processing incoming material.

Two types of exchanges are typically employed by libraries to dispose of unwanted items. One consists of preparing a list of unwanted titles and sending it to exchange departments in other libraries (usually via e-mail). Libraries can either trade materials, or the institution requesting a particular item is generally assessed the shipping cost. The other method involves sell-

ing titles to a dealer in rare and out-of-print books. The transaction usually involves the dealer issuing an agreed-upon amount of credit to the library that the latter can apply to later purchases.

The following policy excerpts offer the full range of approaches employed by libraries, including materials accepted, relevant procedures, and applicable forms.

## GIFT AND EXCHANGE STATEMENTS FOR ACADEMIC LIBRARIES

### **College of St. Benedict and St. John's University, Alcuin and Clemens Libraries: Collection Development Policies**

#### *Gift Policy*

While nearly any gift books are accepted, whenever possible the libraries ask that the books be given with no strings attached. If they are given to one library, but that library already owns a copy, we ask that the gift be placed at the other library, if we believe we can use two copies within the system. Some kinds of books are placed only at one or the other library; e.g., juvenile books are only at the College of St. Benedict, certain theology books are only at St. John's University.

The library welcomes gifts of books and other library materials which will enhance our collections. Ordinarily such works fall into one of the following categories:

- Recently published works of scholarly value.
- All works by or about Benedictines.
- Substantial works in the areas of medieval and monastic history, Biblical studies, and Catholic theology.
- Works in the area of Women's Studies.
- Critical editions of literary works.
- First editions of well-known authors.
- Other standard works.
- European books published before 1800 and American books published before 1850.
- Fine or special editions of any period, including facsimile editions.
- Journal issues in consultation with the library staff.

For reasons of space and in keeping with the character of the collection, the library cannot ordinarily accept textbooks, non-scholarly paperback books,

books that are heavily marked or annotated, books that are in poor condition (mildewed, with yellowed pages, broken spines, etc.), or gifts with special conditions attached. Such works, as well as those that are not germane to the collection, will be returned to the donor, or with the permission of the donor, sold or otherwise disposed of. Proceeds from the sale of gifts will be used for the purchase of library materials.

In cases of doubt as to the suitability of a proposed gift to the library, the Collection Development Librarian would be pleased to consult with the donor.

### *Gift Procedures*

1. Gift books come to the Collection Development Office, unless they are rare or special collection books.
2. Books are stored in the cage or in the Collection Development Office, depending on available space, and are checked against the libraries' holdings as time is available.
3. Decisions on the books are made by Collection Development (or Rare Books) and, when appropriate, with the advice of faculty members or other librarians.
4. When appropriate (when the gift is major or significant), the development office of the campus receiving the books is notified so that appropriate acknowledgment may be made.
5. Books accepted for the collections, with a card saying GIFT—SJU or GIFT—CSB, are brought to Acquisitions where cataloging records are searched for before the books are passed on to Tech Services for cataloging.
6. Books not accepted for inclusion in the collections and not returned to donor are disposed of in any of several ways:
  - a. sale to patrons;
  - b. sale to book buyer;
  - c. gift to a more appropriate library;
  - d. disposal.

### *Policy on Unsolicited Gifts*

Unsolicited materials received in the mail are, according to the U.S. Post Office, to be considered as gifts—we have no responsibility to return them.

Unsolicited material received in the mail will be given to the Collection Development Librarian. That librarian will determine in whatever way is appropriate whether or not the material would be a valuable addition to the collection. If the unsolicited material is added to the collection, any accompanying

invoice will be paid. If the material is not deemed appropriate to our collection, the material will be stored for 30 days. If the sender requests the materials be returned and furnishes postage in that time period, the material will be returned. After 30 days, the material will be discarded. [Last updated December 14, 2000; [www.csbsju.edu/library/about/policies/colldev/gifts.htm](http://www.csbsju.edu/library/about/policies/colldev/gifts.htm)]

### **Dalhousie University Libraries: Collection Development Policy Statement**

The Killam Library welcomes gifts of books, manuscripts, and other "gifts-in-kind" which enhance existing collections and support the major instructional and research programmes of the University, or deserve special consideration because of uniqueness, importance, or value. All gifts must meet the guidelines of the Libraries' collection policies. The Libraries also welcome donations for the purchase of such materials.

The Library retains the right to accept or reject gifts-in-kind. Gifts are accepted with the understanding that once received, such materials are owned by the University. The Libraries maintain the right to determine the disposition of gifts in the most appropriate manner. Duplicate material may be sold in the Library's book sale where prices are set to enable students and faculty to build their own collections. Income from book sales is used to purchase needed items to enhance the Libraries' collections or services.

An appraisal of the fair market value and corresponding receipt for income tax purposes may be arranged with the Library. Such appraisals are carried out only for materials that are being added to the collection. Large collections of gifts-in-kind require specialized handling and should be discussed with the Assistant University Librarian, Collections & Development.

The Libraries regard monetary gifts and grants as essential components of the collection building process. Individual, corporate, and foundation funding is actively sought for the acquisition of collection materials that allow the Libraries to fully serve the needs of Dalhousie's students, faculty, and staff. A receipt for income tax purposes is provided. [2nd edition, revised January 20, 2000, p. 9; [www.library.dal.ca/collections/policy.htm](http://www.library.dal.ca/collections/policy.htm)]

### **West Chester University, Francis Harvey Green Library**

The FHGL reserves the right to reject gift books and to handle them in a manner it deems most appropriate. Gifts will not be evaluated for tax or other reasons. The Subject Coordinators will make final decisions on what materials are acceptable to add to the library's collection. Gifts are acknowledged by letter and records kept. Gifts not added to the collection

may be set aside for the annual book sale. The steps in handling gifts received are as follows:

The Acquisitions Librarian or the Collection Development Librarian will make the first cut in deciding if materials donated should:

- Be considered by subject coordinators for decision on adding to the collection.
- Be held for book sale. [Special prices may be assigned by the archives/history coordinator.]
- Be discarded.

Statistics are kept on the number of gift books added. Periodical gifts go to the Serials staff who will evaluate as follows:

- Keep if we own but need added volume or replacement.
- Decide to add new title.
- Put in book sale or discard if out of scope items.

[*Collection Development Policy*, February 23, 2000 draft, p. 11]

## GIFT AND EXCHANGE STATEMENTS FOR COMMUNITY COLLEGES

### **Finger Lakes Community College, Charles J. Meder Library: College Development Policy**

The Charles J. Meder Library welcomes gifts of books, journals, and items in other formats, as well as gifts of money for the purchase of library materials. Gifts are generally expected to supplement existing collections in support of the College's programs and teaching, or to provide the Library with a core of materials of interest to the college community or to other library patrons. To be accepted, all gifts must fall within guidelines of the Library's collection development policies.

Before accepting any gift, Library staff will carefully review the material in order to determine its suitability for the Library's collections. If a gift is declined, staff will suggest potential alternative institutions or collections.

Once a gift has been accepted, it becomes the property of the Library. Items may be added to the collection, or offered to other libraries through the Gifts & Exchange program, or otherwise disposed of. In general, duplicates or items in poor condition are not retained. Donors may not impose restrictions on use of their gifts.

Internal Revenue Service Regulations prohibit the Library from appraising gifts. [approved August 1998, p. 4; <http://library.fingerlakes.edu/colldev.htm>]

### **North Harris Montgomery Community College District, Learning Resources Center: Collection Development Policy**

The libraries accept donations of monetary gifts and library resources. All gifts must be accompanied by a completed gift form signed by the donor (see Appendix C below). The director and/or reference librarians will work with donors of monetary gifts to select materials useful to the collection. The library accepts gift materials with the understanding that the librarians and library director reserve the right to catalog, discard, locate, and display gifts in the best interests of the collection. If adequate storage space and/or processing time are not available, the library director may decline the gifts.

Upon receipt of gift materials or monetary donations, the donor will receive an acknowledgment letter signed by the director. A notification of a gift purchase will be sent to a family or individual who has been honored or memorialized. A gift plate will be placed inside materials purchased with gift funds. All other gift materials will not receive a gift plate unless requested by the donor. All gifts become the property of NHMCCD. Appraisals of gift materials cannot be made by library personnel.

#### *Appendix C: Library Gifts and Donations*

The library accepts donations of monetary gifts and research materials. All gifts must be accompanied by a completed gift form signed by the donor. The library director and/or librarians will work with donors of monetary gifts to select materials useful to the collection. The library director and librarians reserve the right to retain or discard gift materials in accordance with the District selection criteria.

All gifts become the property of NHMCCD. Appraisals of gift materials for tax or inheritance purposes cannot be made by library personnel.

Upon acceptance of gift materials or monetary donations, the donor will receive an acknowledgment letter signed by the library director. A notification of a gift purchase will be sent to a family or individual who has been honored or memorialized. A gift plate will be placed inside donated materials at the request of the donor. See figure 19.1.

#### *Appendix D: Learning Resources Center Program, Donated Materials Memorandum*

See figure 19.2. [approved March 27, 2000, pp. 3, 8–9]

As a donor, I have read, understood, and accepted the provisions of this policy.

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Donor's name

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Library Director

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Street address

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College

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City, state, zip code

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Date

---

Telephone number

---

Gift plate requested:

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Yes No

Figure 19.1 Donor Form.

## GIFT AND EXCHANGE STATEMENTS FOR PUBLIC LIBRARIES

### Bettendorf (Iowa) Public Library: Collection Development Policies

Gifts are accepted but must undergo the same scrutiny and meet the same standards as the materials purchased for the collection. Donated periodical subscriptions for which there is no indexing and which have limited appeal are marked "Complimentary" and no back files are kept. The library reserves the right to refuse any donations of materials. Donations not added to the collection are given to the Friends of the Bettendorf Public Library for their sales. [revision approved by the Library Board of Trustees, April 1999; [www.rbls.lib.is.us/bpl/policies/collect.htm](http://www.rbls.lib.is.us/bpl/policies/collect.htm)]

### The Newark Public Library: Collection Development Policy

Gifts of materials are accepted with the understanding that they will be subject to the same criteria for inclusion in the collection as purchased materials. The Library reserves the right to not add gift materials to the collection and to sell or dispose of them as deemed appropriate. [adopted by the Board of Trustees, September 24, 1997; [www.npl.org/Pages/AboutLibrary/collections/devpol.html](http://www.npl.org/Pages/AboutLibrary/collections/devpol.html)]



To:

From:

College:

Date:

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The following materials were donated to the LRC:

By: \_\_\_\_\_ Phone: \_\_\_\_\_

Address:

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Title, author, or  
volumes, date(s)

Consultant's recommendation,  
justification

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Attached sheet:

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Comments:

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College LRC Director's Approval

Figure 19.2 Donated Materials Memorandum.

## GIFT AND EXCHANGE STATEMENT FOR SPECIAL LIBRARIES AND RELATED INSTITUTIONS

### **Fermilab IRD: Library Collection Development Policy**

The Library reserves the right to refuse gifts and donations that do not conform to this policy. All gifts and donations become the property of the Fermilab Library, which has the right to use or dispose of them in any way it sees fit.

Donations to Fermilab are tax-deductible. Donors must include a list of all materials. When notified by the Library, the Accounting Department Office can provide a letter acknowledging receipt of the donation.

The Library may donate materials to other institutions in accordance with DOE policies and procedures. Requests for approval of donations are submitted to the DOE Fermi Group. [approved by the Fermilab Library Advisory Committee October 2, 1998, expanded June 25, 1999; <http://fnalpubs.fnal.gov/library/cdpolicy.html>]