

Policy on Gifts

As a means of enriching the University Libraries collections beyond the capacity of the materials budget, appropriate gift material is encouraged and will be accepted by the staff in the Malpass Library. However, because the processing of such material is time-consuming and costly, every effort will be made to limit donations to those items likely to be added to the collection.

1. **Responsibility**: the Acquisitions Unit will be responsible for providing prospective donors with relevant information concerning the Library's gift policy, for whatever physical arrangements are necessary, and for the acceptance and initial processing of materials. Except in cases where items to be donated will be housed in a unit other than the general stacks, (e.g., Music Library, Government Publications, Special Collections) potential donors should be referred to a designated individual in Acquisitions.

2. **Prearrangement**: The prospective donor will be provided with a form outlining relevant points of the policy; i.e., types of materials accepted, receipts for tax purposes, etc. The donor will be asked to furnish a list of the proposed gifts, itemizing journal titles, from which the Library can select/reject. A list is encouraged but not required. The Library has no obligation to accept or acknowledge gifts which are not prearranged, and once accepted, materials may be utilized in any manner the Library deems appropriate.

3. **Receipts/Acknowledgments**: For all prearranged gifts, the Acquisitions Unit will prepare an acknowledgement form to be signed by an Acquisitions Unit employee. If a tax receipt is requested, the donor will be informed that he/she is responsible for appraisal or valuation of the materials; the Library, as the beneficiary of the donation, cannot legally provide an evaluation.

4. **Physical Condition**: Because they would not be added to the collection, the Library will not accept or acknowledge materials in poor condition. This includes books and journals with broken, warped bindings; loose, torn or brittle pages; and materials that are water damaged, dirty, or odorous. Exceptions to these conditions might be made for regional or WIU-related materials, which will be referred to Archives, or for State or Federal government publications which will be referred to that unit.

5. **Acceptable materials**: The following categories of materials, provided they are in good condition, will be accepted and acknowledged by the Library:

- Hardbound or paperbound books/monographs
- Paperback books suitable for the popular reading collection
- Selected scholarly journals
- Selected cds and dvds

6. **Unacceptable materials**: Regardless of condition, the Library will not in general (see 6a) accept or acknowledge materials in the following categories:

- Pamphlets under 15 pages
- Commercial travel guides
- Reader's Digest Condensed Books

Newspapers
Journals or “popular” magazines
Bibles (duplicate Library holdings)

In certain circumstances, there may be exceptions to the statements above; e.g., from area towns will be referred to Archives, and Government and Legal Information in any category will be referred to that unit for decision.

7. Gift subscriptions: Donated subscriptions may be accepted and acknowledged if the content is appropriate to the curriculum and within the scope of our collection development. However, a donated subscription will not replace paid subscriptions without written assurance of continuance from the donor. Without such assurance, issues will be placed on the shelves for public access, but will not be checked in or added to the Library’s permanent records.

8. Conditions or Stipulations: In general, the Library will not accept gifts with conditions or stipulations attached by the donor. Exceptions must be approved by the Dean of University Libraries. Requests for bookplates indicating the donor to be placed in gift books will be dealt with on an individual basis by the Dean.

9. Selection of Gift Journals: Donors will provide a pre-donation list of journals, from which the acquisitions staff will select titles to be accepted. Selection criteria includes:

- Individual issues needed for binding
- Incomplete run of back issues
- Back issues not available in microfilm
- Current issues of high-use items

10. Selection of Gift Books, cds or dvds: Once received and acknowledged, all material will be examined by the Acquisitions staff to determine whether the titles are already in the Library’s collection or on order. Gift materials which are specific to a particular collection, e.g., Music, Government and Legal Information, or Archives, will be referred to those areas for disposition by the appropriate Librarian(s). In general, second copies will NOT be added, except as approved by designated library faculty members. Titles not in WIU’s collection will be reviewed and accepted or rejected on the basis of the Collection Development policies.

11. Disposal of Unselected Items: Gift materials not needed for the Library’s collection may be disposed of by discard, or by donation to other institutions, or added to the Malpass Library Book Sale, at the discretion of the Acquisitions Unit.

12. Gifts of Cash: Gifts of cash to be used for the purchase of library materials must be handled through the WIU Foundation. Potential donors of cash should contact the Library Administrative Office to make arrangements.