

Joyner Library Procedure Manual
500.10.12

Subject: Gifts to the library

Title: Gifts to the General Circulating Collections

Operational Procedure - Date Adopted by the Library Services Faculty: March 2, 2006

Date Revised: December 4, 2014

This document applies to gifts-in-kind to the general collections of Academic Library Services (ALS). ALS appreciates gifts of books and other information resources from anyone who may wish to contribute. Gifts-in-kind that are directly relevant to the university's curriculum and ALS's collection foci add an important dimension to the continuing process of collection development. The richness of ALS's collections are due in part to gifts of materials, which allow ALS to add new titles to the collections, provide multiple copies of in-demand volumes, or replace volumes which have been lost and/or damaged.

Gifts to Other Collections and Financial Gifts: Persons or organizations wishing to donate materials to Special Collections, the Music Library, North Carolina Collection or Teaching Resources Center should contact a representative of that collection. Procedures of the individual collections supersede this document. Financial gifts (including memorials) are gratefully accepted for enhancing ALS's collections and services. All offers of financial gifts should be directed to the Library Development Officer.

Criteria for Acceptance and Disposition: Materials will be considered for possible addition to the collections if they are directly relevant to ALS's collection foci. Disposition of all donated materials is the sole responsibility of ALS.

Donors are encouraged to contact ALS's Collection Development Department prior to donating materials. At that time, a department representative will discuss the contents of the gifts in an attempt to discover details about their physical condition and their appropriateness for ALS's collections. It is the responsibility of the donor to arrange for delivery of books and other material to Joyner Library; please contact ALS's Collection Development Department to arrange delivery.

All donated materials should be packaged in clean, sturdy containers. Gifts of a few volumes may be delivered to Joyner Library's Circulation Desk. Donors having more than a few items should contact the Collection Development Department to discuss the donation and to determine if the donation will be accepted for review by ALS. Large donations are to be delivered to Joyner Library's loading dock during regular business hours, Monday through Friday, between 8:00 am and 5:00 pm. ALS reserves the right to refuse acceptance of any donation.

All gift offers receive careful consideration by ALS. Materials appropriate for acceptance are those that enhance the strength of existing collections, including specialized collections; recently published scholarly monographs in subjects collected by the Library; and additional copies of high-use items. The value of the gift should be commensurate with or exceed the costs involved in processing, cataloging, and storing it. Materials that fall outside ALS's collection development procedures and guidelines, which are in poor physical condition or those that would not contribute to scholarship and learning in the ECU community are not accepted; for more details, see below.

For donations to collections beyond general circulating collections, donors should check with representatives from those collections to determine which material types are not accepted.

Materials Not Accepted for the General Collections: Materials that do not support the educational and research missions of the University and those out of the scope of the Collection Development procedures and guidelines will not be considered for inclusion in ALS's collections. The following categories of materials are not accepted for the general circulating collections:

- Ephemera, including pamphlets, newsletters, or other loose-leaf items
- Hobby or how-to crafts books
- Legal or medical materials
- Materials in poor physical condition, including those brittle, defaced, infested with vermin, mildewed, or soiled
- Material obtained in violation of copyright law (e.g., illegal copies of books or movies)
- Material requiring extensive conservation or repair
- Popular magazines
- Publishers' proofs or books marked "sample use only"
- Lab manuals and workbooks
- Materials with outdated content, including textbooks
- Outdated material formats, including
 - Audio and video cassette tapes
 - Computer software and/or removable storage media
 - Vinyl records

Appraisal and Acknowledgement: ALS cannot provide donors with a monetary appraisal of a gift. As an interested party, ALS is restricted from appraising gifts by Public Law 98-369, the Tax Reform Act of 1984.

Upon receipt of gifts-in-kind, a representative of the library will send an appropriate letter of acknowledgement to the donors who request one. The letter of acknowledgement notes the number of volumes received but does not include a list of the items or an estimate of the value of the gift. In order to facilitate the acknowledgement, donors must fill out relevant information on

the [Deed of Gift Form](#) available online or at the Joyner Library Circulation Desk. In determining the appropriate amount to claim as a charitable contribution for a gift-in-kind on their federal tax return, donors and their accountants may wish to consult Title 26 of the Code of Federal Regulations, including the following sections:

[1.170A-1(c)(1), [1.170A-4(b)(1), [1.170A-4(b)(2), [1.170A-4(b)(3), [1.170A-4(b)(3)(i), [1.170A-4(b)(3)(ii), [1.6050L-1(a)(2)(i). Donors who require a certified appraisal for tax purposes may find a list of certified appraisers available through the Antiquarian Booksellers' Association of America website at <http://www.abaa.org>, or via telephone at (212) 944-8291. Appraisals must be conducted before materials are in possession of ALS.