

Gift Policy Statement

I. Philosophy

The College of Wooster Libraries do not aggressively seek new gifts of books and other library materials but we will consider gifts of books and other library materials in good physical condition that meet the library's collection development policy guidelines. We also welcome money to purchase resources materials that fall within these guidelines.

II. General Statements

The libraries will accept donations of books and other library materials according to the following criteria:

1. Potential donors should be requested to provide in advance a list of materials being offered so that their value to the collection may be assessed. In certain instances, both a list and a visit by the library director and/or the collection development librarian to view the collection may be in order.
2. Library materials received in the library as gifts will be reviewed by the same standards as applied to new materials being selected. In general, we discourage gifts of paperback books, and textbooks; we recognize that some titles (e.g., in poetry) may be available only in paperback.
3. In unusual cases, we may wish to consider accepting a gift book or books of value outside of the scope of the library's current collection development areas if it would enhance existing special collections held by the library and our stature as a nationally recognized liberal arts college library.
4. Gift materials must be of such a nature that they can be integrated into the collection and not require special facilities, control, handling, or staffing.
5. Gift materials requiring continuing obligations on the part of the library should not be accepted without serious consideration of the library's ability to keep the material up-to-date.
6. Normally, the library will not accept added copies of materials already in the collection.
7. The value of the gift should be weighed against space limitations and the cost of processing the materials.
8. The policy regarding the acceptance of gift periodicals (back issues of journals, whether long runs or scattered issues) is to decline the gift

unless the issue or issues fill a gap or deficiency in the collection. The exception would be the offer of a rare or costly set that the library does not have. An individual decision would have to be made by the librarian in charge of the subject area involved for each offer.

9. Normally, any expenses incurred--such as travel, postage & handling, photocopying-- should be absorbed by the donor as part of the gift process.
10. By law, the library cannot be responsible for the appraisal of gifts.
11. The library will have an efficient acceptance procedure in place for the receipt of gift books. This should cover, among other things, bookplate wording, and acknowledgement of the gift.
12. In cases where it is necessary to decline a gift offer, we may want to suggest alternative destinations for this gift. It is understood that this is a courtesy and we are in no way obligated to do so, and in some cases, would not be able to do.
13. Other departments and administrative units of The College of Wooster where gifts may be solicited or where this unit would be the recipient of unsolicited gift books for the library should be sent a copy of this policy. They should involve the library in any decisions involving gifts to the library. The library reserves the right not to accept unsolicited gifts otherwise.
14. The library is under no obligation to return unsolicited gifts, and is under no obligation to add such gifts to our collections.
15. The library has the right to retain or dispose of any gift materials at the discretion of the librarians. Donors should be made aware of this and items 1-10.

III. Staffing

A librarian appointed as gifts coordinator (currently the Collection Management and Discovery Services Librarian) will supervise the processing of gift materials, and work closely with the Special Collections curator and the head of Collection Management and Discovery Services.

IV. Gift Donation Form

Any donations should be accompanied by a completed Gift Donation Form. This form may be printed out, completed, and then given to the Gift Coordinator (currently the Collection Management and Discovery Services Librarian)