



DeWitt Wallace Library Collection Donation Submission Form & Policy (Donations of books, periodicals & media.)

Please check the following boxes:

- I understand that all donations must be pre-approved by the Collections Management Team in advance of delivery and that a completed *Collection Donation Submission Form* is required for all pre-approved donations. (Contact: Angi Faiks, 651-696-6208 or faiks@macalester.edu)
- I understand that when a donation of materials is made for the collection it becomes the property of the Library and we will determine how to best make use of the materials both now and in the future.
- I have read the policy on the reverse of this form and agree to all terms.

Signature: _____

Date: _____

Donation from:	
Phone number:	
Email:	
Mailing address: <i>Only need</i> address if you would like a written acknowledgement of your donation. <input type="checkbox"/> I do not need a written acknowledgement.	
Donation description: Number and subject matter of books or other library collection resources.	

DeWitt Wallace Library Collection Donation Policy

Donations of materials to the collection of the DeWitt Wallace Library can play an important role in helping Macalester to fulfill its educational and cultural mission. The following policy provides guidance for both the Library and potential donors. The Library Team Leader for Collection Management coordinates donations of collection materials. The Macalester College Development Office coordinates all monetary gifts.

Collection donation acceptance policy:

All donations must be pre-approved by the Collections Management Team in advance of delivery and a completed *Collection Donation Submission Form* is required for all pre-approved donations. The Library welcomes collection donations that enrich and expand its resources. Because the Library already has a strong collection, it is likely that some materials may duplicate existing resources. All materials accepted by the Library should contribute to Macalester's curricular focus. In accepting a donation the Library cannot undertake substantial commitments to process and store items that it does not need. Therefore the donor and the Library mutually agree that the Library will administer the donation in good faith, adding to its collection those titles that it can effectively use and disposing of others in a responsible and fair manner. Anyone who is considering donating materials to the collection must contact the Team Leader for Collection Management to discuss acquiring and handling such donations. **When a donation of materials is made for the collection it becomes the property of the Library and we will determine how to best make use of the materials both now and in the future.**

Because of the high cost of storage and processing, the Library is unable to accept all donations. Due to processes involved in reviewing and accepting donations, it often costs less to buy a new title than it does to review and accept a donated item. We kindly ask donors to consider this as they decide whether to donate materials to the library.

Materials which fall outside of the Library's collecting policy:

- Textbooks or computer manuals
- Popular trade paperbacks
- Popular magazines
- Scattered or single issues of periodicals or new periodical subscription that cannot be sustained
- Materials in poor condition
- Titles the Library already owns (unless in high use or special edition)
- Outdated, superseded titles
- Non-print materials which require equipment that the library does not own, or is unlikely to acquire

When a donation of materials is made for the collection it becomes the property of the Library and we will determine how to best make use of the materials both now and in the future.

Donated books and media that the library does not keep will go to *Better World Books*: www.betterworldbooks.com

Donated periodicals that we do not keep will be recycled.

We cannot appraise gifts for tax purposes. If requested, we can acknowledge receipt of donated materials with a form letter indicating the quantity and type of materials donated. However, if you want to have a receipt for the actual value of the materials, you will need to have an outside evaluation done prior to donation.

General guidelines for donations:

Books

All donations must be pre-approved by the Collections Management Team in advance of delivery and a completed *Collection Donation Submission Form* is required for all pre-approved donations. Donations books should be scholarly publications that support the curricular and information needs of Macalester students, faculty, and staff. Books should be in sound condition and able to withstand frequent library use. Bindings must be intact; pages free of writing and highlighting, and show a minimum of deterioration. For large collections of books an author/title list of the potential donated books is helpful in determining their usefulness to the Library. Donated books will be incorporated into the normal acquisitions and cataloging workflow.

Periodicals

All donations must be pre-approved by the Collections Management Team in advance of delivery and a completed *Collection Donation Submission Form* is required for all pre-approved donations. Donations of new periodical subscriptions are accepted only with a commitment of funds to sustain a minimum of three years costs. Donations of back runs in sound condition are accepted only if they fill in significant gaps in our collection. We do not add back runs unless we have a current subscription to the title. Exceptions are made for rare or valuable titles that are no longer published and are pertinent to the curriculum

Donations with conditions:

Sometimes a donor may wish to attach a specific condition to the collection donation to ensure it fulfills a specific purpose. While the Library recognizes the legitimacy of such a request, the Library usually does not have the space, time, and staff to ensure that the conditions of the donation could be upheld. The Library attempts to provide maximum utilization of donated materials and money and therefore seeks to administer donations to best meet its needs without rigid conditions. **When a donation of materials is made for the collection it becomes the property of the Library and we will determine how to best make use of the materials both now and in the future.**

Preparation and delivery of donations:

All donations must be pre-approved by the Collections Management Team in advance of delivery and a completed *Collection Donation Submission Form* is required for all pre-approved donations. In addition, all approved donations must be boxed and delivered by the donor at a prearranged time. Donors must furnish their own boxes. If the pre-approved donation is coming from an office on campus, it also must be boxed and delivered by the donor.

Administration of donations:

When the Library receives a donations of materials for the collection, the donor may have confidence that the donation will be administered in a fair and responsible manner. The Library will: (1) make a conscientious effort to assure good physical care of donated items, (2) make any items selected for the collection available for responsible use by students, faculty, and visiting scholars, (3) provide intellectual access to the items through the library catalog and/or web page.

Questions? Please contact:

Angi Faiks
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1600 Grand Ave, St. Paul, MN 55105

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f 651.696.6617
faiks@macalester.edu

Give one 2-sided completed copy to donor and the original to Team Leader for files.

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