

Library Gift Procedure

1. The donor should read the Gift of Library Resources Policy on our homepage.
2. Before the gift is delivered, the donor should contact the Collection Development Librarian. Donors are encouraged to provide a list of materials, including the name, dates, and general condition of the materials.
3. When the gift is delivered, the donor must include a signed copy of the Donor Record Form and Deed of Gift form, if applicable, available on our homepage. If possible, all deliveries should be made Monday through Friday, 8:00 a.m. to 5:00 p.m.
4. The Collection Development Librarian will notify the Dean's Office about the receipt of the gift. The Dean's Office will send the donor a letter of acknowledgement.
5. Subject specialist librarians will examine donations and evaluate them in accordance with the Brooks Library's collection development policies and procedures.
6. If gift materials are not added to our collections, they will be offered to the CWU Friends of the Library for their annual book sale, or exchanged or transferred to other libraries.
7. If the gift materials are declined by CWU Friends of the Library or the materials are not exchanged or transferred to other libraries, the materials will be sent to CWU Surplus and Assessment Management.

*[Responsibility: Dean of Library Services; Reviewed/Endorsed by: Provost's Council/Cabinet;
Review/Effective Date: 11/17/10]*

Approved: _____ Date: 11/17/2010
Wayne Quirk, VP for Academic and Student Life
(signed original on file)