

Donating Books and Other Materials Policy

Introduction

RIT Libraries welcome any size donations of books, periodicals, and other library materials as a valuable way to develop its resources. All gifts entail initial expenses to the library to review, catalog, and process, as well as continuing expenses to house and maintain materials that have been added to the collection. Therefore, the library staff must be selective in accepting gifts to ensure donated materials support the library's goals for collection development. The following statement explains the library's policies and procedures concerning donations of library materials. RIT Libraries staff is happy to discuss these guidelines with potential donors and invites inquiries about gifts to the collections.

Any questions not answered by this policy should be directed to:

- Daniel Trout, Manager of Serials and Acquisitions.
 - Email: drttwc@rit.edu
- Karen Liljequist, Senior Manager of Research and Instruction Services
 - Email: kllwml@rit.edu

Scope of policy

This policy is designed to govern the general collection at RIT Libraries. If you'd like to make a donation to RIT Archives or The Cary Library, please use the contacts provided below

- For donations of materials related to the college's history - college publications, photographs, manuscripts, and other records - please contact the University Archivist RIT Archivist: . Elizabeth Call, elizabeth.call@rit.edu
- For donations of materials related to graphic communication history and practice- please contact Dr. Steven Galbraith, curator of the Cary Library, skgtwc@rit.edu

Sources of Donations

Subject to the conditions described below, RIT Libraries will accept gifts of library materials appropriate to its collections from any donor, including current and former RIT students, faculty, and staff and any other individuals and organizations interested in the library's collections and services.

Review and Acceptance of Donations

The subject librarian(s) whose areas of responsibility are represented in the potential donation will review the material from a description or itemized inventory supplied by the donor or by examining the collection itself. The inventory should include the following:

- title
- author
- edition
- ISBN number (if any)
- year of publication
- Condition

Although exceptions may be made for rare and unique items, materials that fall outside of our collecting policy generally include:

- Textbooks
- Popular fiction/trade hardcover and paperbacks
- Popular magazines
- Issues of periodicals (exceptions may be made in special circumstances)
- Titles the Library already owns (exceptions may be made in special circumstances)

The subject librarian(s) and, when appropriate, the Senior Manager of Research and Instruction Services and the Director of Libraries, will determine whether the content, format, physical condition, and size of the gift are suitable for addition to the RIT Library collection.

The donor will be notified within three weeks after the review whether or not the library will accept the gift. If the gift is not accepted, the subject librarian(s) may suggest other potential collections for the donation.

Do not send books or leave boxes of books at the library unless they have been pre-approved. RIT Libraries cannot accept or acknowledge materials that have not been pre-approved as part of the process outlined above.

If the donation would need to be recognized with a book plate, or a note in the record, this should also be communicated to the library at the time that the donation is accepted.

Transportation of Donations to the Library

Donors are encouraged to consider the costs of transporting their gifts to the library as part of their donations. The library staff will work with the donor to make transportation arrangements convenient to both parties. Gifts may be sent to the library through the U.S. Postal Service or other delivery services. Both United Parcel Service and Federal Express offer home pick-up services, but materials must be packed and weighed by the sender. Contact UPS at 800-742-5877 or www.ups.com and Federal Express at 800- 463-3339 or www.fedex.com to arrange for pick-ups anywhere in the Western New York area and for more information about packing requirements, charges, etc. If the donor wishes to transport the gift him/herself, library staff will assist with unloading and moving materials into the library building. Please schedule an appointment or direct any questions regarding the drop off of donations to the Head of Acquisitions/Serials at 585-475-7283

Retention of Donations

Although the library staff makes every effort to accept only materials appropriate to the RIT Libraries collections, there is no guarantee that all gift items will be added to the collections. Inappropriate titles or duplicates of items already in the library collections may be sold, traded for other materials through library exchange programs, given away to other libraries, distributed to RIT students/faculty/staff, or discarded.

The library does not guarantee that gifts added to the collection will be kept in perpetuity. RIT Library collections are evaluated and de-selected regularly based on the guidelines of the library's collection development policy statement. All items in the library collections are subject to the same criteria for retention.

Gifts that are not incorporated into the collection are sent to an outside vendor to sell, donate to those in need or recycled. RIT libraries will receive a portion of the proceeds from the sales of these books. We use these proceeds to purchase materials or provide upkeep on our collection. RIT Libraries will not sell books for individuals or institutions via our outside services.

Acknowledgement of Donations

The donor will receive a letter acknowledging his/her gift within thirty days of its receipt by the library. If the donor makes a series of contributions to the library collection over a period of time, the library staff will prepare an annual summary of the year's gifts instead of individual

letters of acknowledgement for each gift. If the gift is received in December, every effort will be made to acknowledge the gift before December 31st. If this deadline cannot be met, the letter of acknowledgement will cite the day the donation was received by the library.

If the donor requires itemization of the gift, the inventory must be supplied by the donor. If itemization is not required, a general description of the content, format, and extent (number of items) of the gift will be provided in the letter of acknowledgement.

A book plate acknowledging the donor will be affixed to the inside front cover or flyleaf of all gift books and bound volumes of periodicals retained for the collection.

Valuation of Donations

The donor bears full responsibility for determining the value of the gift. RIT Libraries staff will not provide appraisals of gifts to the collection, as Internal Revenue Code, Section 2512(c), “Valuation of Gifts” precludes the recipient from evaluating a gift. The donor should consult with his/her tax preparer for more information regarding “Noncash Charitable Contributions”. The library will not pay for outside appraisers to evaluate gifts to the collection.

The value of books is usually determined by selecting comparable sales and adjusting the prices according to the differences between the comparable sales and the item being evaluated. The most economical way for a donor to appraise a book donation is to research the title for sale via an Internet used book seller site such as www.amazon.com or www.abebooks.com . An average price may be derived from these sites dependent upon the condition of the donated volume.

Additional information can be found at <http://www.rbms.info/yob.shtml>

Placement and Processing of Donations

All gifts accepted for the library will be integrated into existing collections. The location of gifts within the collections will be determined by the subject librarian(s) based on the format, physical condition, content, and value of the materials.

Gifts will be processed (cataloged, bound (if necessary), and labeled) as the workflow of the library’s Acquisitions Department and Cataloging Department permit. It may be necessary to store large gifts until the staff time and other departmental resources are available for processing.

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Maintained by Daniel Trout, Manager of Serials and Acquisitions. drttwc@rit.edu