UNIVERSITY OF RHODE ISLAND
LIBRARIES

DONATED BOOKS/MATERIALS FORM

Whenever a library staff or faculty member accepts donated books/materials from an individual or group, this form must be filled out and then sent to the Dean of Libraries’ Executive Assistant. The Executive Assistant will copy this form and forward it to the Gifts Librarian to indicate the gift is ready for processing. This form is necessary to insure an official thank you for donations from the Dean of Libraries.

Name of individual(s) donating: _______________________________________
Address: _____________________________________________________________
City: __________________ State: ______ Zip Code: _________________________
Telephone: ___________________ Email: ________________________________

Number of books or items donated:
(   ) counted  (   ) estimated  (   ) # of cartons

Person receiving donation: ______________________ Date ________________

Review completed by Gifts Librarian/Unit: ____________________________________
Date ___________________ Initials ____________________

DONOR INFORMATION

*The Libraries will verify the quantity of books donated, but never assesses their value.

*The Libraries only accept monographs (hardback or paperback, or disc).

*The Libraries do not accept gifts of serials (magazines, journals) of any kind.
(There may be exceptions with prior approval).

*Once the book(s) have been donated, they become the property of the Libraries.
The Libraries reserve the right to add the donation(s) to its collections or do with the donated material(s) as it thinks best, including recycling.

*We do not provide an exact count or estimated value of donated items.

*Any questions about donations may be directed to:
Professor Andrée Rathemacher, at andree@uri.edu or if you wish to telephone, 874-5096.

GIVE THE DONOR A COPY

Thank you for your donation!

Karim Boughida, Dean of Libraries
GIFT PROCESSING PROCEDURES

April 1, 2010

The Gift Librarian is responsible for the processing of all gift materials. Procedures for handling gift materials are as follows:

1. Gifts may be accepted by staff members at the donor’s request. The Donated Books/Materials Form must be filled out at the time the gift is received. This form is available at Administration, Circulation and Shipping/Receiving. A copy of the form is given to the donor. The original of the form is sent to the Dean’s office, Executive Assistant. A copy of the original is sent to the Gifts Librarian by the Executive Assistant as notification to review and process the gift.

2. The Gifts Librarian will maintain a register of all gifts received; including appropriate statistical data needed by Acquisitions and Administration.

3. The Gifts Librarian will review the gift for materials that are to be added to the general collection, or any special collection in the Libraries.

4. The Gifts Librarian will familiarize him/herself with unique holdings that may exist in Special Collections, Curriculum Materials Library, Juvenile Collection, Pell Special Collections, or Confucius Institute.

5. The Gifts Librarian, with the assistance of the Storekeeper, will unpack and locate gifts on designated shelving.

6. All gift material is to be staged in the Shipping/Receiving area for processing. Specific shelves, labeled for gift materials, will be used for the gifts. Additional shelves will be designated for materials to be recycled and materials to be sent to cataloging.

7. The initial sorting, review, and disposition of all gifts will be the responsibility of the Gifts Librarian. If during this process the Gifts Librarian determines that there may be rare or unique subject related items, the Librarian may notify the subject selector or a Unit about the items. When this is the case, it is up to the subject selector or Unit to review the gift and make recommendations to the Gifts Librarian.

8. Gifts accepted to be added to the general collection will be sent to the Cataloging Unit for processing. Gifts selected for specific units will be transferred to those Units for processing.

9. Books/Items not selected to be added to the Library holdings will be sent to the University Libraries’ approved recycling vendors, put in the Library book sale, or recycled through appropriate University recycling services.

10. The Storekeeper, with direction from the Gifts Librarian, will pack and make shipping arrangements with the approved vendors for the books/items NOT being added to the Library collections.

11. Some gifts may be made directly to specific Units (e.g. Special Collections, Media, CML, CCE, Pell). These Units must follow the Gifts Processing Procedures. The Donated Gifts/Materials Form is still processed as above, #1. The gift is evaluated directly by the Unit. The Executive Assistant will send a copy of the Form to the Gifts Librarian for recording. The Unit will notify the Gifts Librarian and the Executive Assistant when the gift has been reviewed.
12. The Donated Book/Materials Form has a line to be completed by the Gifts Librarian/Unit when the gift has been reviewed. Enter the date the review is completed and initial on the Gift Form, and return to the Executive Assistant.