



Acquisitions Gift Procedures

Dean Howd, Collection Development Librarian
Haley Hickenbottom, Acquisitions Unit Coordinator
Greg Phelps, Gift Coordinator and Binding Technician
Jeff Hancks, Archives/Special Collections

For Library Staff Members:

1. When a patron calls or visits to inquire about making a donation of materials to the library, direct them to speak to Greg Phelps or Dean Howd during Acquisitions Department hours 8 am – 4:30 pm. Exceptions will be set up with prior agreements. Material will be accepted upon receipt. In the case of items of Illinois regional historical significance or archival value, contact Jeff Hancks in the Archives/Special Collections Department.
2. The patron/staff member must complete a “Gift Donation Receiving Report.” Forms are available from the Acquisitions Department and should be put in a place they can be easily accessed. The donor must give their personal address on the form. If they will not give their name and address just put “anonymous” on the form. The donor should count the books, magazines, videotapes, etc. In cases that they have not done so, staff members should count the materials and report the numbers of each type to the Gift Coordinator.
3. Make certain the donor has completed the gift donation form, providing name, address and the number of items. Place the gift donation form with the gift and inform the Gift Coordinator of the donation.
4. Each gift donation must be counted for an accurate total for the foundation and library Administrative Office. The Gift Coordinator will keep records of the different types of materials. The Gift Coordinator will put this data into a spreadsheet with the donor’s name and town. The Gift Coordinator will also compile the total of gifts added to the collection when they are evaluated.

The “Gift in Kind Donation Form” sent by the WIU Foundation Office is prepared using the information from the donor. One copy of the “Gift in Kind Donation Form” is made for acquisitions’ records. The form only goes to the Foundation Office. They will provide a receipt

for the donor. For the Foundation Office, a value must be put on the materials (Ex. Hardback books, paperback books, etc). The Gift Coordinator will take care of putting the values on the form for the Foundation using the table as follows regardless of the age or condition of the materials:

- Hardback books (including musical scores, CD's, CD-ROMs, Software, Video & audio tapes) = \$5.00/item
- Paperback books and periodicals = \$1.00/item

The donor may choose to use an independent appraiser for their items in which case that value will be used. The independent appraiser's list must be attached to the form.

Make a copy of all gift donation form(s) and put them in the bottom drawer on the outside of Haley's desk in the folder labeled "Current year gifts." The gift donation forms from previous years are in there as well in case and available for review upon request.

The original is sent to the Foundation Office, Sherman Hall. If the total of the gift is above \$300, the Foundation Office asks that they receive a copy of a list of donated items (generated by the staff which provides specifics about the gift as well as a spreadsheet containing the title and author).

Approved 12-5-08:

Dan Hendricks, WIU Foundation, Executive Officer

T.J. Urbanski, Associate Dean, University Libraries

Jeff Hancks, Archives/Special Collections

Greg Phelps, Gift Coordinator



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