

AM 322 Gifts

AM 322.1 Procedures for Handling Gifts for the Materials Collection

Revised: 10/94; Draft 10/04

1. Advise potential donors of the gift policy. Provide them with the information found in Hints for Potential MLS Materials Donors (MLS #) regarding acceptance and delivery of donated materials.
2. Donors requesting that special conditions be honored may be referred to the Materials Selection Office. Examples of special conditions are: the donor does not want material to go to the Booksale if not added to the collection; donor wants a special location or shelving assignment for the material; donor will give money for purchase of specific titles only.
3. Upon receipt of materials or money, offer the donor a gift form (MLS #720). If the donor completes the form, send it to Development & Volunteer Services so that an appropriate letter of acknowledgement may be sent.
4. If money or a check has been received, attach it to the form that you send to Development & Volunteer Services.
5. If materials are received, agency staff should determine which, if any, of the materials they would like to add to their collection.
6. For materials to be added, check the catalog to determine if the material/title is 'in system' or 'not in system'.
7. If the material/title is 'in system', send it to Cataloging with a printout of the bibliographic record paperclipped to the flyleaf. On the printout, indicate your agency and if you want the material to be reference or circulating.
8. If the material/title is 'not in system', send it to Materials Selection with a completed transmittal form (MLS #721) paperclipped to the flyleaf.
9. Materials not to be added should be routed to the Booksale sort site. Mark the routing slip 'Booksale Gifts'.

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Gift Form

Please Print

Library
(circle one)

Name of Donor

Mr.

Mrs.

Ms.

(Name as you wish to be recognized for gift)

Address

City

State

Zip

Phone #

Gift Money:

Amount of money donated \$

Date:

Gift Materials: Please identify type and quantity of materials donated.

This gift is made _____ in honor _____ in memory of

Name

Please send notice to:

Name:

Address:

City

State

Zip Code

All donors will be recognized in Gift Registers located in the 11 branches and in Adlibs, the library's newsletter.

BI

BE

CH

DC

DN

ED

MC

RE

SO

VI

WA

CT

HR

NP

WR

JN

SP

LU

DX

NW

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Your donation will be used to enhance the library's collection of books and materials. Thank you for your generous contribution to the Metropolitan Library System serving Oklahoma County.

Please send this form with gift items (if any) to Development & Volunteer Services.

_____ Development & Volunteer Services Date Received _____

_____ Development & Volunteer Services Date TYL Sent _____

_____ Materials Selection Date Received _____

_____ Please return to Development & Volunteer Services with titles.