

AM 322 Gifts

AM 322.1 Procedures for Handling Gifts for the Materials Collection

Revised 10/94; 6/06

1. Advise potential donors of the gift policy. Provide them with the information found in "Hints for Potential MLS Materials Donors" (AM 322.2) regarding acceptance and delivery of donated materials.
2. Donors requesting that special conditions be honored should be referred to the Materials Selection Department. 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 Metropolitan Library System Gift Receipt (Form # MLS 720). After the donor completes the form, give the white copy to him/her and send the pink copy to the Development Office. The white copy serves as a receipt/thank you to the customer for tax purposes.
4. If money or a check has been received, attach it to the pink copy before you send to the Development Office.
5. If materials are received, determine which, if any, of the materials you would like to add to your library's collection.
6. Route all magazines not needed at your location and any materials that are obviously not in usable condition to the Booksale using the special pink routing slip.
7. Route any usable materials that you do not wish to add to your library's collection to the DN Basement using the special green routing slip.
8. For materials you would like to add, follow the guidelines on preliminary criteria and evaluating gift materials found in the Collection Management and Maintenance Manual.