

WKU Libraries: Gift Policy and Procedures

BASIC INFORMATION ON GIFTS/DONATIONS TO UNIVERSITY LIBRARIES

The WKU Libraries gift procedures generally follow the gift guidelines set forth by Western Kentucky University Development Office <http://www.wku.edu/Library/development/>. All gifts are accepted with the understanding that materials become the property of WKU Libraries to use or dispose of at its discretion, as stated in the Gifts in Kind Policy.

When evaluating a gift offer, please keep in mind that the WKU Libraries offers access to many online databases and to interlibrary loan, and it is very easy to get resources that way. Therefore, WKU Libraries does not accept donations strictly for the sake of acquiring resources.

With regard to gifts in kind, WKU Libraries is comprised of 5 distinct collecting units, each with its own special focus, policies and procedures.

They are:

1. Helm-Cravens Library, often referred to as the Main Library, for the administration of gifts includes the Educational Resources Center and any extended campus facility.
2. University Archives
3. The Kentucky Museum
4. Manuscripts and Folklife Archives
5. The Kentucky Library

Potential Donors: When considering a gift or donation, please examine the description of the unit to determine which one would be able to best utilize your gift.

Guidelines for the Collecting Units

1. Helm-Cravens Library

Potential gift donations are coordinated within the Acquisitions Unit and supervised by the Collection Services Coordinator. Generally all gifts offered by WKU faculty are accepted, acknowledged, and searched against the collection for holdings. After verification is complete, the books are shelved for the departmental library liaisons to review. The Acquisitions Unit also notifies the appropriate departmental liaison/subject bibliographer of non-faculty gifts and offers. The liaison reviews the shelved items and chooses to accept or reject them. Accepted gifts are processed into the regular collection as time and priority allow. If possible, a bookplate is placed in the book to acknowledge the donor or to note a special circumstance under which the book was donated, such as a book donated in memory of a certain person.

As a rule, Helm-Cravens Library does not accept:

Textbooks

Sets of general content encyclopedias (*Colliers*, *World Book*, *Funk and Wagnall*)

Periodicals, unless the issues fill in gaps in the collection

Gift Information for Prospective Donors to Helm-Cravens Library

WKU Libraries accepts donated library materials when the offered materials will enhance the collections of the Library. The Library does not accept gifts that are inappropriate for its collections and may decide to accept only selected items from an offered gift. All proposed gifts of materials for the general collections are subject to approval by the Collection Services Coordinator or liaisons; they determine whether the materials offered will support the collection development policies and philosophy for a given field.

Staff members should direct prospective donors to the Collection Services Coordinator to discuss the donation before materials are brought to the Library. If possible, the donor should provide a complete listing of the items, including details and condition.

When a gift is accepted, the donor will receive a letter of acknowledgment and, depending on the gift's apparent value, a Deed of Gift, along with pertinent tax information. If the donor expects to value the gift at \$5,000 or more for tax deduction purposes, the IRS requires an independent, professional appraisal. The University requires that such appraisals be carried out at the donor's expense.

Anonymous donations, including any unsolicited material received in the mail and gifts from donors who do not wish a tax receipt, are processed the same as other gifts.

Once accepted, gifts become the property of WKU Libraries. Any items not needed may be sold for the Library's benefit, or they may be transferred to another institution.

If considering a gift/donation to Helm-Cravens Library, please contact the following person:

**Jack G. Montgomery, Associate Professor, Collection Services Coordinator
Cravens 309, Western Kentucky University, 1906 College Heights Blvd. #11067
Bowling Green, KY 42101-1067
Phone: (270) 745-6156, Fax: (270) 745-3958, E-Mail: Jack.Montgomery@wku.edu**

Gift Acceptance Procedures for Helm-Cravens Library

Donors should be encouraged to deliver gifts to the Cravens Library loading dock. On rare occasions arrangements can be made for Acquisitions Unit staff to pick up donations. Acquisitions staff should make delivery arrangements with the donor. This involves establishing a delivery time and asking whether boxes are needed. The staff member should provide the Collection Services Coordinator with the donor's address, telephone number, and number of boxes to be picked up, or the number of boxes needed to pack the gift.

Donors may also leave materials at the WKU Libraries Reference Desk or Circulation Desk, or at the Library loading dock. Librarians and/or staff should notify the Coordinator of Collection Services (5-6156) or the Loading Dock (5-6134) as soon as possible when a donation is expected or has been received. Anyone receiving a gift should obtain the donor's name and note the time of delivery. Staff members in these areas should notify the Acquisitions Gift Unit when gifts have arrived.

Whenever possible, the Acquisitions Unit staff accepts all small donations that are delivered by the donor to the Reference or Circulation Desk. The donor should be informed that a letter of acknowledgement will be sent to them in receipt of the gift, and they should be asked to include a name and address with the donation.

Other WKU Libraries (Educational Resources Center and Glasgow) sometimes make arrangements to receive gifts directly. In these instances, the gifts are reviewed at the branch. Donations accepted for the collection are sent to the Acquisitions Unit for processing. If a donor requests a receipt, the branch librarian forwards the donor's name, address, and number of books received to the Acquisitions Unit, which prepares and mails the receipts.

Gifts valued at over \$5,000 should be referred to the WKU Foundation Office. If the WKU Libraries does not accept a gift, the donor can be referred to the Bowling Green Public Library.

Special Note: DO NOT SIGN ANY TAX FORMS. The Library Development Office handles tax forms.

2. Special Collections Libraries

A. Kentucky Library

The Kentucky Library is a research library with non-circulating collections, which include a broad range of materials commonly associated with special collections holdings. These materials generally support the study of Kentucky history, the history of the South and especially the Civil War. Collecting areas include, but are not limited to:

- Rare and out of print books on any topic, including early text books
- Maps of Kentucky
- Photographs of people places and things in Kentucky, carte de viste & Civil War
- Architectural drawings by Kentucky architects
- Post cards
- Sheet Music
- Prints, especially related to Kentucky
- Genealogical information on Kentucky families
- Ephemera

For Kentucky Library donations please contact:
Connie Mills, Assistant Professor, Kentucky Library Coordinator
1906 College Heights Blvd. #11092
Bowling Green, KY 42101-1092
Phone: (270) 745-6092, E-Mail: Connie.Mills@wku.edu

B. Western Kentucky University Archives

University Archives preserves the history of the University (1906-present) and its ancestor institutions. To augment its collection of the University's official, permanent records, the Archives seeks personal letters, scrapbooks, photographs and papers; materials from fraternities, sororities, clubs and societies;

artifacts such as class rings, letter sweaters and pennants; and other historical items relating to the University or to the following:

Bowling Green Business University
Bowling Green Business College and Literary Institute
The Training School
College High School
University High School
The Rural Training School
The Southern Normal School and Bowling Green Business College
Ogden College
Pleasant J. Potter College for Young Ladies
Glasgow Normal School
Glasgow Normal Institute

**For Western Kentucky University Archives donations please contact:
Sue Lynn McDaniel, Associate Professor, University Archivist and Records Officer,
1906 College Heights Blvd. #11092
Bowling Green, KY 42101-1092
Phone: (270) 745-2592, E-Mail: sue.lynn.mcdaniel@wku.edu**

C. Kentucky Museum

The Kentucky Museum exists to enhance an understanding of Kentucky and its people by collecting, preserving, researching and interpreting three-dimensional objects that tell the story of Kentucky or have research value for WKU and the wider community.

The Kentucky Museum considers historically significant objects that relate directly to the collections. They are accessioned, cataloged, researched, preserved, and exhibited according to professional standards.

Collecting areas of special significance are:

- 1) Clothing and textiles, particularly Kentucky quilts and clothing worn by Kentuckians prior to 1880
- 2) Fine and decorative arts of Kentucky, especially Shaker furniture
- 3) Political memorabilia with an emphasis on Kentucky politicians
- 4) Toys and games, especially those prior to 1880
- 5) Tools and equipment

**For Kentucky Museum donations please contact:
Assistant Professor, Registrar/Collections Curator, The Kentucky Museum
305 Kentucky Building
1906 College Heights Blvd. #11092
Bowling Green, KY 42101-1092
Phone: (270) 745-6260-, E-Mail: sandy.stabell@wku.edu**

D. Manuscripts and Folklife Archives

The Manuscripts and Folklife Archives collect materials that chiefly relate to the history and culture of the state of Kentucky and from other states that played a large role in the settlement of Kentucky. The prominence of an individual or family has no bearing on the acceptance of donated materials.

Collecting areas especially include:

- 1) The Civil War: from any part of the country
- 2) The Shaker communities
- 3) Business and Family papers related to Kentucky
- 4) Folk Life in the Upper South

**For donations to Manuscripts and Folklife Archives please contact:
Patricia Hodges Associate Professor, Manuscripts/Folklife Archives
1906 College Heights Blvd. #11092, Bowling Green, KY 42101-1092
Phone: (270) 745-6434, E-Mail: Pat.Hodges@wku.edu**

GIFT INFORMATION FOR PROSPECTIVE DONORS TO SPECIAL COLLECTIONS

All gifts directed to the Special Collections Libraries are subject to review by Collections Acceptance Committees on the basis of appropriateness for the collections, condition, and ability to properly care for and preserve the item, as well as clear title. As with the Main Library, all gifts are accepted with the understanding that materials become the property of WKU Libraries to use or dispose of at its discretion, as stated in the Gifts in Kind Policy.

Gifts intended for the Special Collections Libraries should be delivered to the main lobby of the Kentucky Building.

Gifts are acknowledged by both the WKU Libraries Development Office and the particular collection area to which the items were directed. If appraisals are desired, the Special Collections staff will be happy to direct the donor to possible sources, but may not assign values to any gift.

Recommended by the Council of Library Department Heads and approved by the Dean of Libraries, March 20, 2006