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 too 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 4 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. WKU Archives
3. Manuscripts and Folklife Archives
4. Special Collections 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
   - Reel to Reel, VHS tapes for films and Cassette tapes for music unless no other format is available.
   - Non-Commercially or Self-produced produced CDs and DVDs or copies of commercially produced materials.
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 which it deems 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 official library liaisons; they determine whether the materials offered will support the curriculum and philosophy for a given field of study and research. WKU staff and student assistants, who encounter potential donors, 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 be encouraged to provide a complete listing of the items, including author, title and date of publication.

When a gift is accepted, the donor will receive a letter of acknowledgment from the Acquisitions Unit. As the library is legally an interested party in the donation, it cannot be involved in the valuation of the donated materials. If the donor believes or 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 formally accepted into the library's collection may be sold for the Library's benefit, or they may be donated to another Kentucky library or institution.

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

**Jack G. Montgomery, Professor, Collection Services**  
**Phone: (270) 745-6156, 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 after notifying and arranging for the delivery with the Collection Services Coordinator. On rare occasions arrangements can be made for Acquisitions Unit staff to pick up donations and 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 Research Assistance or Circulation Desk, or personally deliver them to the Acquisitions Unit and Collection Services Coordinator. Librarians and/or staff should notify the Coordinator of Collection Services (56156) as soon as possible when a donation is expected or has been received. Anyone receiving a gift should obtain the donor’s name, address and contact information 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 (Owensboro, Elizabethtown, Educational Resources Center and Glasgow) sometimes make arrangements to receive gifts directly. In these instances, the gifts are reviewed at those locations. 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. All of this paperwork is delivered with the gift to the Acquisitions Unit.

Gifts valued by the donor 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 Warren County Public Library.

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

2. Special Collections Libraries

   A. Special Collections Library
   The Special Collections 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 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 and wars involving American soldiers
   - Post cards
   - Sheet Music
   - Prints, especially related to Kentucky
   - Genealogical information on Kentucky families
   - Ephemera

   For Special Collections donations please contact:
   Sue Lynn McDaniel, Associate Professor, Special Collections Librarian
   Phone: (270) 745-3246, e-mail: sue.lynn.mcdaniel@wku.edu

   B. Manuscripts & Folklife Archives
   Folklife Archives is the research unit within the Special Collections Library that collects personal papers of individuals and families as well as the permanent records of organizations. These primary course materials are used to support research in a wide variety of fields with a strong emphasis on the humanities. The Folklife Archives collects material related to folkways, whether traditional or modern. The types of items collected include, but are not limited to:

   - Letters
   - Diaries and journals
   - Architectural drawings by Kentucky architects
   - Land grants
   - Club, church, and organizational records
   - Business records
   - Oral histories and audio recordings
C. WKU Archives
WKU 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 and other historical records 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 WKU Archives donations please contact:
Suellyn Lathrop, WKU Archivist
Phone: (270) 745-4793, e-mail: suellyn.lathrop@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.