Donated Materials Policies in Theory and Practice

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Available at: https://works.bepress.com/karyn-hinkle/7/
Donated Materials Policies in Theory and Practice

BY KARYN HINKLE
1. Introduction

AN ANECDOTE AND A TEST
“Dear Sirs,

“In lieu of a list, I’m attaching a few photos of just part of the collection in question...”
Consider your library

If X then Y
If Z then A...

If Y then X
If A then Z...
2. The theory of gift policies
Gift policy guidance in the literature

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Gifts for the Collections: Guidelines for Libraries

Kay Ann Cassell, Sharon Johnson, Judith Manly and Zhao Li Zhang
for the IFLA Acquisition & Collection Development Section

Art Libraries Journal Abstracts
vol.33 no.4 2008

p.33

Please give generously! Handling donations to libraries
Meiko Lieters

The large number of donations to the Hendrik Conscience Heritage Library in Antwerp, and the inevitable expenditure of time involved in dealing with them, gave rise to the author’s research into this form of acquisition, and in turn to publication of a guide outlining the most efficient way of handling them. The article outlines and explains the steps which should be taken to manage donations, bequests and transfers from other libraries, from basic advice such as including a section on donations in the library’s collection development policy, to the importance of efficient record-keeping in case of subsequent disputes.
Before accepting gift books, consider:

- value to collection and mission of library
- duplication
- processing time and effort
- storage space before and after processing
- preservation and access
- condition
- public relations
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Points to cover in a gift policy

- rules for solicited and unsolicited gifts
- gifts outright vs. restricted gifts
- valuation of gifts-in-kind
- liability
- retention policies
- disposal
- storage, preservation, and access
- property rights and copyright if applicable
Documenting gifts

- transfer of property and ownership
- acknowledgments for donors
- gift letters and donor agreements
Gifts in a cost-benefit analysis

Collection Assessment
Using Cost-Benefit Analysis

John Ballestro
Philip C. Howze

ABSTRACT. In this study, the researchers analyzed a major gift collection from the Economics Department at Southern Illinois University. The gift contained 906 monographs; 189 were added to the collection. The process of analyzing the gift collection is described and a cost-benefit analysis is included. Academic libraries are cautioned to consider whether a gift is really a gift and make adjustments to the library’s gift policy if needed. When libraries acquire large gift collections, they are under no obligation to add everything to the library’s collection solely by virtue of this material being a gift. The problem was to ascertain whether the cost of collection transport and library staff labor was worth the yield in number of materials actually added to the collection. doi:10.1300/J105v30n03_05

KEYWORDS. Assessment of gifts, cost-benefit analysis, acquisitions, collection development

TABLE 7. Cost-Benefit Analysis

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Cost-Benefit Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit</td>
<td>Cost</td>
</tr>
<tr>
<td>Books/materials</td>
<td></td>
</tr>
<tr>
<td>A. Number of books (N)</td>
<td>906</td>
</tr>
<tr>
<td>B. (N - Discards (D)) = R</td>
<td>189</td>
</tr>
<tr>
<td>C. (R) found at Amazon.com</td>
<td>133</td>
</tr>
<tr>
<td>Value per item</td>
<td></td>
</tr>
<tr>
<td>A. Lowest average price</td>
<td>18.19</td>
</tr>
<tr>
<td>B. Median average price</td>
<td>23.58</td>
</tr>
<tr>
<td>C. Highest average price</td>
<td>38.51</td>
</tr>
<tr>
<td>Total value (benefit) of collection</td>
<td></td>
</tr>
<tr>
<td>A. Lowest price</td>
<td>3438.00</td>
</tr>
<tr>
<td>B. Median price</td>
<td>4457.00</td>
</tr>
<tr>
<td>C. Highest price</td>
<td>7297.00</td>
</tr>
<tr>
<td>Costs</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>A. Economics librarian</td>
<td>1216.00</td>
</tr>
<tr>
<td>B. Acquisitions librarian</td>
<td>608.00</td>
</tr>
<tr>
<td>C. Support staff</td>
<td>120.00</td>
</tr>
<tr>
<td>Movers</td>
<td>200.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>A. Supplies (boxes, tape, stickers)</td>
<td>50.00</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$2194.00</td>
</tr>
</tbody>
</table>

Cost-Benefit Ratio

1. Lowest Cost/Benefit | 1:1.47 |
2. Median Cost/Benefit | 1:1.90 |
3. Highest Cost/Benefit | 1:3.11 |
3. Library gifts in real practice
What if you cannot decline a gift?
What if you cannot decline a gift?

A
- value to collection and mission of library
- duplication
- processing time and effort
- storage space before and after processing
- preservation and access
- condition
- public relations

B
- value to collection and mission of library
- duplication
- public relations
- storage space before and after processing
- preservation and access
- condition
- processing time and effort

- public relations
- storage space before and after processing
- value to collection and mission of library
- duplication
- condition
- preservation and access
- processing time and effort
Accepting a gift accepts gift problems
What causes the gift backlog?

- creating gift letters
- possibly making inventories
- separating duplicates
- dealing with restrictions or conditions on the gift
Care and feeding of donors
A note on bookplating
Bookplates in practice

PHOTO: AUTHOR

PHOTO: A TREASURY OF BOOKPLATES... (DOVER 1977)
4. Conclusion
Accepting a gift
“Accept that you will receive such collections anyway ... Sooner or later an influential person will clean out his or her office and the contents will appear on your doorstep, the chaff with the wheat.”

- Helen Anderson, University of Rochester
Your library

- value to collection and mission of library
- duplication
- processing time and effort
- storage space before and after processing
- preservation and access
- condition
- public relations