

The Gift and Exchange Program*

G.R. Little Library

Elizabeth City State University

The Acquisitions Department is responsible for operating the Gift and Exchange program of the library.

Gifts

The G.R. Little Library welcomes the donation of information resources, or funds for that purpose. All reasonable attempts are made to identify and contact donors with appropriate acknowledgement of their contribution. The library will honor an expressed preference for anonymity. The Vice Chancellor for Institutional Advancement receives summary notification of each donor's contribution.

Once donated, the dispensation and handling of gift materials fall under the purview of the Director of Library Services on advice of the professional staff. Donated information resources are reviewed in accordance with the library's collection development policy and, with extremely limited exceptions, subjected to an established handling and processing routine. The dispersal of materials superfluous to the collection development policy or those which pose a contamination danger to the existing collection conforms to applicable laws and policies of the state and institution.

The donation of exceptionally valuable resources, special collections, or requests for non-routine handling or housing requires the written approval of the Director of Library Services, and may require the execution of a formal *Deed of Gift*.

The provision of an appraisal for a proposed or actual gift for taxation purposes by the library to a donor would constitute a conflict of interest and breach the established ethics of the library profession. Therefore, the donor maintains responsibility for any formal or informal derivations of value for tax purposes, and is referred to the Internal Revenue Service for further instruction. However, policy of the institution may require the estimation of a value (to the university) of any of its assets.

Exchanges

Useable materials that retain informational value but are determined to be superfluous to the G.R. Little Library, as defined by its collection development policy, comprise the Exchange program candidates.

The library identifies a select number of libraries as a pool of possible exchange recipients. This pool is based partly on the potential receiving library's curriculum and perceived

or expressed condition, with preference for historically under-funded libraries or those that are struggling to attain adequacy for accreditation or re-accreditation purposes. Generally, the G.R. Little library will negotiate transportation arrangements or bear shipping expenses for exchange materials forwarded to libraries on its exchange list.

Another aspect of the exchange program is the donation of superfluous or unneeded titles to library patrons for their personal use. A suitably identified box of these items can generally be found in the lounge area of the first floor Circulation department.

On occasion, superfluous materials may be handed over to the Friends of the G.R. Little Library for used book sales. Book sale proceeds are returned to the library for collection enhancement expenditures.

In all of the above cases, materials are officially withdrawn (by the Cataloging department), ownership marks removed, and/or over-stamped "Withdrawn" or "Discarded" prior to dispersal.

The G.R. Little Library will conditionally accept exchanges from other libraries. Preferably, prior arrangements are made, or we will respond to a list of exchange candidates. In all cases, the prevailing collection development policy will be applied.

*Formerly titled "Donated Information Resources"

Revised, 2006. This policy is on an eight-year review cycle.