

# Gifts Processing: Lifecycle of Gifts

## University of Arkansas Libraries

### Small donations of a few books:

- i. Gift triage should be completed within 30 days: complete donor form (if not completed), record in gift log spreadsheet, search Sierra to see if we have the title, determine the subject specialist associated with the subject area, contact for review (from which point the subject specialist will have 30 days to review).  
\*From time to time multiple gifts received in a short timeframe may slow down processing, for example, retirements often result in multiple donations in May.
- ii. Items not reviewed by selectors within 60 days. The appropriate acquisitions unit Librarian (monographs or serials) makes the decision, consulting Deb Kulczak or Michele Reilly as needed. If you have questions about this policy please see Mary Gilbertson. The criteria for retaining materials includes:

\_\_\_ Subject appropriate for an academic library

\_\_\_ Good condition

Although exceptions may be made for special circumstances, materials that **should not** be added include:

\_\_\_ Textbook

\_\_\_ Popular fiction paperback

\_\_\_ Popular magazines

\_\_\_ Single issues of periodicals

\_\_\_ Titles in poor condition

\_\_\_ Reference materials over 5 years old

\_\_\_ Duplicates (exceptions may include titles that are rare, have special value to our library, and are high use – 10 or more). Use of an existing title is listed in the item record under TOT CHECKOUT.

### Large donations of 100 books or more:

Should be coordinated with Mary Gilbertson. The priority of processing will be assigned in consultation with the subject specialist and the Collection Development Administrative Group.

**Gift materials will be housed in the Library Annex unless otherwise specified.**