



## **Angelo State University Library Library Procedure**

**LP #4:           Review of Donated Items**

**DATE:**           19 March 2018

**PURPOSE:**    The purpose of this procedure is to ensure a smooth flow of donated items for final processing.

**REVIEW:**      This LP will be reviewed by May of odd numbered years by the Director's Office Group.

**Step 1:**        When donated items are brought to the Library and/or the West Texas Collection (WTC), a donation form is completed and remains with the items until the Director or designated replacement signs the form and reviews the items. After an initial assessment, the Director or designated Collection Development team member will request a search of the catalog of items already owned, different editions, and/or new to the Library's holdings. On occasion, the Library may already own a copy of the donated item. There may be a need to compare the donated item with the existing copy for determining the need for an additional copy, replacement of original, or addition to another collection. The Director or designated Collection Development team member will determine final disposition of donated items. This includes replacement, salvage, book sale, etc. For monographic and other related items, the WTC professional staff in consultation with the Collection Development Team will determine final disposition of donated items.

**Step 2:**        Once all initial reviews and determinations are finished, items selected for adoption and processing will be sent to Cataloging with instructions outlining the disposition of each item. The instructions will include information concerning designated collection, review status, repair needs, etc.

**Step 3:**        Upon completion of cataloging, the processed, donated items are then included with all other new items for a final review before transport to Circulation and ultimate collection locations.

**Step 4:**        For archival material donated to the WTC, material will be assessed by the WTC professional staff. Then items selected for the collection will be processed and any needed decision made on preservation of the collection.

**Step 5:**        After processing, the WTC staff will create a finding tool and material will be made available for Research.

