



Angelo State University Library Library Procedure

LP #4: Review of Donated Items

DATE: 31 July 2014

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/even-numbered years by the Director and the Collection Development team.

Step 1: When donated items are brought to the Library, 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.

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

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

**PORTER HENDERSON LIBRARY
ANGELO STATE UNIVERSITY**

DONOR'S RELEASE AGREEMENT

I, _____, the sole and absolute owner of the materials listed below, or acting as the authorized representative of the owner, do hereby give and grant to the Porter Henderson Library and West Texas Collection, Angelo State University the right to select materials for inclusion into the Collection and/or Library. The following terms will apply:

- Angelo State University has the sole authority regarding the acceptance and disposition of all materials donated to the Collection.
- For materials added to the Collection, literary rights (subject to restrictions agreed to by the donor and the Porter Henderson Library and West Texas Collection) including the right to grant researchers permission to publish are hereby transferred to the West Texas Collection of the Porter Henderson Library, Angelo State University.
- The said materials will be made available to students, faculty and researchers subject to Library's collection development policies and standard archival procedures governing the use of materials in the Porter Henderson Library.
- Monographs, serials, maps and/or any other item(s) not added to the general collection or `West Texas Collection of the Porter Henderson Library will be exchanged with other libraries or given to the Friends of the Porter Henderson Library and West Texas Collection, Angelo State University.

Description of materials:

Signature of Donor or Authorized Representative of Owner(s) Date

- Need copy of this Release Agreement.
- Need acknowledgment letter.

Address:

_____ Phone # -----

The above described materials have been received by the Porter Henderson Library

Executive Director of Library Services Date