

# Minneapolis Community & Technical College Library Collection Development Policy

## Appendix C: Gift Materials

People who want to donate or give material to the library are referred to either the librarian coordinating the collection or the appropriate selector if known.

- Transfer phone calls, and tell the donor that if they get voicemail, the librarian will return their call as soon as they can.
- When donors come to either the circulation desk or the reference desk, look for the appropriate librarian. If the librarian is not available, ask the donor if they would prefer to send an email with a general description of the material to be donated, or leave a note with their name, phone number, and /or email address and a brief description of that material. Tell them that the librarian will contact them soon.

The appropriate librarian determines what the material is and if it seems appropriate for the collection, explains that we will gratefully accept the donations with the understanding that we will evaluate each item according to our collection development guidelines and that the material that we do not add to the collection will be either put on the giveaway truck in the library entrance area or disposed of in a transparent, documentable manner.

The librarian offers to provide a dated note on college letter head paper with the number of items by general category (such as paperback books, hardcover books, videos, or periodicals) that the donor gave us.

### **Not accepted:**

- Most periodicals and definitely not National Geographic
- Popular mass market fiction
- Textbooks older than five years
- Musty or moldy items