Gifts

1. All gift material, except serials, must go through Acquisitions/Collection Development. If someone calls offering non-serial gifts, have them contact Collection Development Librarian (gh14@txstate.edu, 5-1843).

2. Serial Gifts must go through Acquisitions/Serials Librarian (sl24@txstate.edu, 5-2643)

3. Gift material intended for Special/Archives/SWWC/Wittliff collections should be offered directly to the archivist or curator of that collection. If in doubt, have them contact the Curator of Special Collections (ct03@txstate.edu, 5-8361).

4. For general information purposes, the patron should be made aware that:
   a. We cannot and do not guarantee that any material we become the recipient for, will be placed in the collection.
   b. Gifts are an unfunded expense to the library and are therefore given low priority in their acknowledgement and processing into the collection.
   c. Gift material placed into the library’s collections must meet the University’s curriculum and research needs.
   d. Gift material that comes to us, and we choose not to add to the collection, (unless the patron indicates they want the material back), will be distributed to other non-profits, as we see fit.
   e. Library cannot assess value to gift material for tax or any other purpose. We can only write a letter of acknowledgement indicating what we received from them.
   f. The library prefers to see a list of material being offered, before it is delivered to the library.
   g. The library does not have resources to pick up or ship material long distances.
   h. It is almost impossible to house gift material as a whole collection in physical proximity, so the library cannot and will not agree to that as a condition for acceptance.
   i. The online catalog can include searchable information indicating gift material is part of a whole gift collection, so that it is accessible as a collection in that manner only.


   gsh