

## 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](mailto:gh14@txstate.edu), 5-1843).
2. Serial Gifts must go through Acquisitions/Serials Librarian ([sl24@txstate.edu](mailto: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](mailto: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.

5/4/2006  
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