

UC Santa Barbara
Policies

Policy 1500

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LIBRARY ACQUISITIONS

I. REFERENCES:

UCSB Policies Manual, Policy 9620, Solicitation and Acceptance of Gifts.

II. POLICY:

A. Solicitation:

The Library generally tries to acquire titles consonant with and supportive of the University's academic programs or that are otherwise desirable and to avoid acquisition of unneeded duplicates. Potential Library gifts are to be discussed with the appropriate subject specialist in advance of recommendation for acceptance. Under normal circumstances, the Library does not accept realia such as jewelry, medallions, diplomas or personal memorabilia. Subject specialists should also consult with the Head of the department which would be affected by the gift. Also, the subject specialist is to consult with the Assistant University Library for Collection Department and/or the University Librarian in instances where (1) the material is deemed exceptionally valuable or rare, (2) the donor merits exceptional courtesy because of his/her role in the community, or (3) the proposed gift has certain unique characteristics, e.g., unusually large size, special conditions of acceptance proposed by the potential donor, probable legal problems of ownership or possession, significant financial implication for maintenance (special equipment, hardware, alterations required, etc.) It is essential that Librarians discussing the potential gift make no statement to the donor committing the University to acceptance of the gift.

The University Librarian and/or the Assistant University Librarian for Collection Development are the principal contacts with the Chancellor's Office and the Development Office for potential library donations arising from contacts with donors or other University benefactors. As may subsequently be determined, the Assistant University Librarian for Collection Development may redelegate further donor contacts to other Library staff members.

B. Criteria for Acceptance:

Implicit within acceptance of any gift is the Library's financial ability to process and administer the material and its capacity to house it.

1. Books, Periodicals, etc.:

As with purchased materials, selectivity is most important: the preferred gift is that which is supportive of the academic and research functions of the University.

Therefore, the primary criterion for acceptance of the gift is the extent to which the donation meets the University's academic (instructional and research) needs, i.e., the degree to which the material strengthens existing collections and services. Other but less important criteria include the unique character of a collection and/or its intrinsic value.

2. Gifts Other than Books, Periodicals, etc.

For gifts of cash, securities, real property, endowments/bequests and trusts, and other matters relating to gifts to the University Library, please refer to UCSB Policy 3010, Solicitation and Acceptance of Gifts.

C. Acknowledgment/Acceptance:

1. The Library sends to every donor an acknowledgment signed by the University Librarian. The University Library does not ordinarily prepare an exhaustive listing or bibliography of every title and volume donated. Exceptions to this policy may be made in the case of exceptionally valuable or unusual gifts. Such exceptions may be authorized only by the Assistant University Librarian for Collection Development or the University Librarian.

An acknowledgment provides timely confirmation to a donor that a gift has been received, and only constitutes an acceptance of a gift if it is signed by a person authorized to accept gifts on behalf of the University. In accordance with UCSB Policy 3010, on the Santa Barbara campus, only the Chancellor, the Assistant Chancellor, University Development, and the Director of Development are authorized to accept gifts. Letters of acknowledgment from persons other than those with delegated acceptance authority do not constitute legally recognized acceptance and should not state or imply that a gift has been accepted.

2. The acceptance of any gift implies obligations for processing, space, reader services, and perhaps future maintenance. The acceptance of large collections requires the concurrence of at least the Assistant University Librarian for Collection Development, the subject specialist, and head of the Library unit which would be responsible for administering the material once it has been added to the Library, and the University Librarian. As a matter of course, the Assistant University Librarian for Collection Development consults with the Assistant University Librarian for services. Factors, conditions, and other terms attached to a gift shall be summarized in writing by the Assistant University Librarian for Collection Development and will be reviewed by the University Librarian and/or other University officers.
 - a. Prior to the acceptance of any gift of unusual size or character, the Assistant University Librarian for Collection Development will coordinate a thorough analysis of the financial, processing, and space obligations implied in an acceptance. This financial

analysis shall include the cost of any special equipment required for use, building renovation or other capital improvement, transportation, staffing, special environmental conditions, general impact upon the Library's ability to support established academic programs, and such other cost factors as may be determined to apply.

- b. Following the completion of this analysis, the University Librarian may discuss an acceptance and its implications with the Academic Senate Library Committee to obtain its counsel and advice. The final decision to recommend acceptance will be made by the University Librarian.
- c. Subject specialists may accept up to nine linear feet annually for those collections for which they have assigned responsibility for administration and/or selection, provided that these volumes meet normal book selection criteria.

D. Appraisals:

1. To protect both its donors and itself, neither the Library, as an interested party, nor any employee of the Library may appraise gifts made to it. The appraisal of a gift to a Library for tax purposes generally is the responsibility of the donor, since it is the donor who benefits from the tax deduction. Generally, the cost of the appraisal is borne by the donor. The Library will assist the donor by (a) providing information such as auction records and dealers' catalogs; (b) suggestions of appropriate professional appraisers who might be consulted; (c) administrative and processing services which would assist the appraiser in making an accurate evaluation.
2. When the material is deemed exceptionally valuable or rare and the donor is unwilling or unable to incur the cost of an appraisal, the Library may reimburse the donor for the cost of the appraisal. If the Library is reimbursing the donor for the appraisal and/or if an out-of-town specialist-appraiser is required, the Library obtains written references in advance testifying to the appraiser's credentials. The Library does not finance the appraisal of casually donated material or minor value or materials given chiefly to clear space in homes or offices.
3. The acceptance of a gift which has been appraised by a third party does not, in anyway, imply endorsement of the appraisal by the Library, and correspondence with the donor shall not indicate the value of a gift-in-kind in any way that could be construed as endorsement of that value for tax purposes.
4. For internal administrative purposes only, it is appropriate to have a qualified member of the University staff estimate a gift's value. Such an estimate should approximate the market value, and is a useful guide in

establishing inventory control and determining appropriate reporting, handling, custody, and insurance.

E. Records:

Records of any donations to the Library are centralized in the Library Gifts Office and in the University Development Office through the Gift Form (NDEV 100) process. All gifts to the University Library, including books and other gifts-in-kind, shall be documented in a timely manner. Gifts-in-kind shall have their estimated value shown in the appropriate box.

F. Incorporation of Gifts into the Collections:

When gift books, etc., move from private hands to a University Library, their focus as library materials alters radically. Because the optimal benefit of Library gifts is realized when they are incorporated in the Library's general collections and classified in accordance with standard Library classification, they add to the total corpus of materials available for instruction and research, enhancing the Library as a resource for research and instruction. Therefore, gift materials are generally incorporated into the classification scheme the Library uses for similar material. On rare occasions an exceptional gift forms the basis of a total corpus on a particular subject, e.g., the Wyles Collection. To qualify for treatment as a separate collection, a gift must be characterized by subject coverage ranging from comprehensive to exhaustive or possess other qualities (e.g., fragility or extreme rarity) which in the Library's judgment make separate maintenance best for the University's scholarly programs.

G. Disposal of Duplicates or Unwanted Materials:

When considering the sale or other disposition of gift property, the University must determine that the original gift terms do not disallow such disposition, that the donor's charitable tax deduction will not be adversely affected by the action, and that relations with the donor, or the family and friends of the donor will be adversely affected by the proposed disposition.

In general, the University Library accepts gifts unconditionally with the expectation that unneeded duplicates or any material not appropriate to the collections may be sold at periodic library book sales or sold to wholesalers of books and journals. In general, only those issues of journals and periodicals which fill in gaps of the Library's subscriptions are retained.

Please direct questions about these policies to Meta.Clow@vcaadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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