

 HEALTH SCIENCES LIBRARY & INFORMATICS CENTER	<b>Policy:</b> Donations to the Collections External <input checked="" type="checkbox"/> Internal <input type="checkbox"/>	<b>Policy #</b> <b>Date Approved:</b> 11/11/2002
	<b>Submitted by:</b> Christee King and Henry Guenther	<b>Date Reviewed:</b> 06/2017
	<b>Approved by:</b> OMT and Collection Resources Group	<b>Date Revised:</b> 06/2017

**Purpose/Objectives:**

The Health Sciences Library and Informatics Center (HSLIC) recognizes the importance of donations to fill gaps in the collections. Gifts that are timely in content and/or relevant to the HSLIC’s mission can provide depth to the collections, and may replace missing or damaged volumes. However, due to the labor-intensive nature of gift processing and University-imposed funding constraints, HSLIC must be judicious in its acceptance of gifts.

**Scope of Policy:**

Donors should contact HSLIC in advance to get approval for their donation and provide a list of materials with publication dates for review by library employees. Donors must arrange a time to deliver their materials before bringing them to the library. This assures that personnel and space will be available to receive the items. Donors are responsible for arranging transportation of materials to HSLIC.

**Policy/Procedure:**

All donated materials become the property of The University of New Mexico upon receipt (see UNM Business Policy 7710). HSLIC reserves the right to determine the final disposition of all donated items. Donated items will be evaluated for acceptance into the collection according to criteria specified in the HSLIC Collection Development Manual or Special Collections Policy. Donors cannot impose special conditions or restrictions on donated materials that are added to the general collection. HSLIC is unable to return items that are not added into the collection.

HSLIC will acknowledge receipt of the gift within thirty days, either by mail or email, according to the donor’s preference. HSLIC is unable to provide itemized receipts for donations. No HSLIC employee will, in her/his official capacity, give appraisals for the purpose of establishing the tax deductible value of gifts. The U.S. Internal Revenue Service prohibits appraisals from a recipient institution that is directly involved in the transaction. If needed, HSLIC suggests consulting an independent appraiser for the appraisal of gifts.

HSLIC accepts the following types of material for donation:

- Books related to the healthcare field published in the last five years
- Books related to the healthcare field with historical significance
- Materials relating to the history of the UNM Health Sciences Center or to the practice of healthcare in New Mexico

HSLIC does not accept:

- Print journals (bound or unbound)

**References:**

**Internal Reference(s):**

**Policies Referenced:**

UNM Business Policy 7710- Property Management and Control

HSLIC Collection Development Policy

HSLIC Special Collections Policy