



Library and Media Services

Collection Development and Materials Selection Policy

May 2006

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Acceptance of Gifts

Gifted materials will be added to our collection if they pass our review and selection process. This process ensures that items added to our collection are those that support the research and teaching mission of the Pierce College. For more information about this process, visit our Collection Development and Materials Selection Policy web page.

We appreciate prospective donors thinking of us and want them to understand why not all gifts are added to our permanent collection. Unsolicited materials donated to the library frequently require more time to screen, organize, catalog, and process than new materials. Therefore, donated materials are added to our collection only when they add strength to this collection and when the donor places no significant limitation on housing, handling, or disposition of duplicate, damaged, or unwanted items. Donated gifts undergo the same review process as new books. Visit our Collection Development and Materials Selection Policy for more information about our review process.

Donated materials that are not selected for addition to our library collection and that are not returned to donors will be disposed of in accordance with Washington State Law. This may include transferring to other libraries, selling, or discarding. Gifted items sold in our book sales result in funds that benefit Pierce College Library and assist us in maintaining a collection that supports and enhances the instructional and research needs of Pierce College students and faculty. Again, we appreciate all donated gifts that enhance our collection, even through book sales.

Conditions of Acceptance

Gifts of books and other materials are accepted under the following conditions:

- All gift materials received by the Pierce College Library become the property of Pierce College. Materials donated are not returned to donors unless specifically requested. Donors will be responsible for arranging the pick-up of gift items not selected for addition to our collection.
- Gift materials shall be selected for addition to the collection according to the standards set forth in the "General Selection Criteria" in our Collection Development and Materials Selection Policy. Library staff members will determine the most appropriate library location and loan period for any accepted gift items.
- Gift materials that are not selected for addition to the library collection will be disposed of in accordance with Washington State Law. This may include transferring to other libraries, selling, or discarding. Gifted items sold in our book sales result in funds that benefit Pierce College Library and assist us in maintaining a collection that supports and enhances the instructional and research needs of Pierce College students and faculty..
- No special collections will be established except in accordance with the Collection Development and Materials Selection Policy.

Acknowledgement and Appraisal of Gifts

As the recipient of a gift, the Library will not appraise gifts for tax or inheritance purposes. This adheres to the American Library Association policy, revised in 1973, which states that a library as a receiving party for donations should be removed from the appraisal process. This is also in accordance with IRS requirements and the Statement on Appraisals of Gifts adopted by the Association of College and Research Libraries.

Once gifts enter our processing workflow, we can no longer accommodate appraisers. Therefore, if you are considering tax deductions and wish to have your collection appraised, please do so prior to making the donation.

Tips & Guidelines for Donating Materials

Below are some tips on making donations of materials to Pierce College Library. Library staff and faculty share donors' concerns that gift materials will actually be used at our library.

The needs of academic libraries are both varied and specific. Be aware that these needs exclude some of the items that people often wish to donate.

- To donate items, please arrange for these donations to be delivered to the library. We would appreciate having your name and mailing address provided with your donation.
- Hardbacks and quality paperbacks should be of value to the Pierce College research community or should complement the curriculum.
- Textbooks more than 5 years ago will not be accepted.
- Damaged items (including those with mold, water damage, tears, markings, and with musty or smoky smells) will not be accepted.
- Magazines, journals, newspapers and other periodicals from brief or incomplete subscriptions will not be accepted.
- Pamphlets will not be accepted
- Duplicates of items already owned by Pierce College Library will not be accepted if additional copies are not needed. Standard editions of classic works already owned by Pierce College library might be welcome additions to a public library.
- No special collections will be established except in accordance with the Collection Development and Materials Selection Policy.