

# CARNEGIE MELLON UNIVERSITY LIBRARIES

## GIFTS GUIDELINES, PROCEDURE, AND CHECKLIST FOR MUSIC

### GUIDELINES FOR GIFTS OF MUSIC

Gifts of music books, scores, and recordings are accepted and retained at the discretion of the Music Librarian when the size of the gift is approximately 500 items or less. If the size of the gift exceeds this number, or the dollar value exceeds \$5,000, The Head of Arts & Special Collections must be notified before accepting it since there are legal and tax issues which must be met.

The Music Librarian will not make a decision about a major gift without first looking at a list of what the gift contains and discussing it with the appropriate people (e.g. Head of Arts & Special Collections, Head of Acquisitions, appropriate faculty at the School of Music). The donor must provide a list for review, or the opportunity to visit the collection. This is essential in determining if the gift items are needed by the Libraries and would enhance the music collection or not.

The Music Librarian will only accept items that make a significant contribution to the music collection.

The Music Librarian will only accept items that are in good condition. Items that are musty or are too fragile to handle or bind will not be accepted.

The Music Librarian must make it clear to the donor that the disposition of the gift is at our discretion. Items may either be added to the collection or sold or discarded. The Libraries will not return materials that have been donated.

Potential gifts requiring that postage be paid by the University Libraries should be discussed with the Head of Acquisitions. This should be done so that the Acquisitions Accounts Manager can be informed.

The Gifts Assistant will send an acknowledgement to the donor. The Music Librarian may follow up with a personal letter as well if appropriate.

Music books and scores added to the collection may be marked with a bookplate acknowledging the donor. A donor field is also added to the catalog record.

The University Libraries cannot legally offer appraisals of materials but can refer donors to John Schulman of Caliban Book Shop located on 410 S. Craig St. in Oakland, 412-681-9111, or other appraisers; or the donor may select their own appraiser.

#### **Items that Carnegie Mellon is not actively collecting:**

- **Cassette tapes:** fewer and fewer students have the equipment to play cassettes; the Music Listening Office gets very few requests to listen to these in the library.
- **LPs:** do not circulate to students, only to faculty. Students may listen to LPs in the library, but this is often only done if there are no other available formats of a work. The faculty is relying more heavily on Digital Audio Reserves these days. We have close to 16,000 LPs and little room in the Music Listening Office to add to this collection. We have sent some duplicates to offsite storage but do not wish to collect LPs and have them sit in offsite storage.

## GIFTS PROCEDURE

1. The Music Librarian must answer the following questions before accepting a gift:
  - a. How many items?
  - b. What kind of items?
  - c. What is the donor's name, address, and phone number?
  - d. Can the donor provide a list of what is in the collection?

*Read through the above guidelines with the donor and/or use accompanying checklist.*

2. If a potential donor attempts to drop off a gift without previously speaking to the music librarian, the donor will be asked to fill out the gift receipt box on the gift slip and instructed to wait for the librarian to contact them before leaving the gift. The librarian will then make a decision, notify the donor, and/or make arrangements for drop off of the gift if accepted.
3. When the music librarian accepts a gift she must contact the Gifts Asst. to let her know a gift is coming. She will need to know the donor's name, approximately how many boxes to expect, and approximately when to expect the gift to arrive at Hunt Library. This is imperative. No exceptions.
4. When the gift arrives, the Gifts Asst. will count and send an acknowledgment to the donor.
5. The Gifts Asst. will then forward the gift to the music librarian for her review. No more than 30 items will be sent at one time.
6. The librarian will review the gifts and place a gift form inside each book selected for inclusion in the CMU Libraries collection. All books designated for the book sale/discard must have a book sale/discard tag placed inside to alert the Gifts Asst. or Gifts Student of the final disposition of the item. **Note:** *If the entire gift is from the same donor then the gift receipt box on the top left side of the gift form needs to be completed on only one form.*
7. The entire right side of the gift form must be completed by the librarian. Any gift with an incomplete form will be placed in the book sale or returned to the librarian.

### Gift Forms

The gift forms are printed on white paper. The librarian must complete the entire "Gift Decision" side of the form. If the form is not completed it will be returned to the librarian or the item will be placed in the book sale. If the form is marked "rush" then one of the given reasons must be selected. If the form is marked "priority" then that item will be processed and cataloged before any other gifts in that fund that are already waiting to be processed.

## GIFTS CHECKLIST FOR THE MUSIC LIBRARIAN

**Date:**

**Name:**

**Address:**

**Phone:**

**E-mail:**

**Alum of the University?** Yes or No  
What year? \_\_\_\_\_

**Relative of alum?** Yes or No  
What year? \_\_\_\_\_

**Other connection to University?** Yes or No  
What kind? \_\_\_\_\_

**Referral?** Yes or No  
From? \_\_\_\_\_

**What type of materials? Genre? How many? Condition? (where stored?)**

\* If over 500 items, talk to Head of Arts & Special Collections before accepting.

\_\_\_\_\_ Books

\_\_\_\_\_ Scores

\_\_\_\_\_ CDs

\_\_\_\_\_ Cassettes (not actively collecting)

\_\_\_\_\_ LPs (not actively collecting)

**Can the donor provide a written list of what is in the collection?** Yes or No

\*This helps the Music Librarian with the decision making process.

**Has the gift been appraised?** Yes or No  
If yes, what is the value \$\_\_\_\_\_

\*If over \$5,000 talk to Head of Arts & Special Collections before accepting.

**Is postage required?** Yes or No

\*Talk to Head of Acquisitions first.

### Guidelines

If the size of the gift exceeds 500 items, or the dollar value exceeds \$5,000, The Head of Arts & Special Collections must be notified before accepting it since there are legal and tax issues which must be met.

Make it clear to the donor that items may either be added to the collection, sold or discarded.

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