

**THE UNIVERSITY OF NEW MEXICO**  
**HEALTH SCIENCES LIBRARY AND INFORMATICS CENTER**

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**PolicyTitle/Subject: Donations to the Collections**

**PolicyNumber:** 02-006

**Policies Referenced:**

*HSLIC Policy 01-007 – Surplus property disposal for items under \$1,000*

*UNM Business Policy 7710 – Property Management and Control*

**Policy:**

The Health Sciences Library and Informatics Center recognizes the importance of journal and monograph donations in order to fill gaps in the collections. Gifts that are timely in content and/or relevant to the Library'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, the Library must be very judicious in its acceptance of gifts.

**Guidelines for acceptance of journal and monographic donations**

The HSLIC accepts journals and books related to the healthcare field published in the past five years. Books with historical significance are accepted if listed in authoritative guides such as Garrison and Morton's A Medical Bibliography.

**Guidelines for acceptance of New Mexico historical materials**

The HSLIC accepts materials of historical interest relating to the history of the Health Sciences Center or to the practice of healthcare in New Mexico.

**Procedures to be followed by prospective donors**

Donors of either books or journals must provide a list of materials and their publication dates for review by library staff before delivery to the HSLIC. If not mailed, fax lists to 505-272-5350, or email them to [LibraryWebMaster@salud.unm.edu](mailto:LibraryWebMaster@salud.unm.edu). Direct lists of books to LIS 3 - Cataloging, journal lists to LIS 3 - Serials, and New Mexico health historical materials lists to the Archivist. Material meeting the above guidelines will be accepted. We will notify the donor by letter and acknowledge acceptance of the gift within thirty days. The HSLIC requires that donors arrange a time with library staff for delivering their materials before bringing them to the library. This assures that personnel and space will be available to receive the items.

All materials accepted become the property of The University (UNM Business Policy 7710) and may be disposed of in accordance with HSLIC Policy 01-007.

The Library cannot provide an appraisal for the gift. If needed, the Library suggests the appraising of gifts through an independent appraiser.

**Verification of Communication:**

RUSS, CR and ACS meetings, and morning message email.

Written by: Christee King and Henry Guenther Date in effect: 11-11-02

Approved by: OMT on: 11-11-02

Reviewed by: \_\_\_\_\_ on: \_\_\_\_\_

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