

Dear potential donor,

Thank you for considering the NMSU Library as a possible recipient of your book/s. Due to space and personnel constraints, we have implemented donation processing procedures that will allow us to assess potential additions to the NMSU Library collection before the material is delivered to the Zuhl Library.

We kindly ask that potential donors conduct a preliminary review. Please look through the items you plan to donate and eliminate the following types of books, as we would not be able to add them to the collection:

- Review or desk copies for professors
- Textbooks or guidebooks
- Self-published or promotional books
- Damaged books – torn or missing pages, water damage, etc.
- Heavily marked books – highlighted/underlined text or margin notes
- Material in poor condition – brittle, torn/broken cover or spine
- Spiral or temporarily bound, or scanned copies

Once you sort through your books and eliminate the ones that fall under these categories, you can search the discovery system [<http://lib.nmsu.edu/searchandfind.html>] to determine if the NMSU Library already owns the remaining books. Please search by *title* and *author*; we may have a different edition or hold a copy from another publisher (reprint). We cannot add a duplicate book copy unless it is a newer edition than the one held by the library.

We will need a list of the eligible books you plan to give to the NMSU Library. It should include the full title, author/editor's full name, copyright date, publisher's name, and edition (if other than 1st ed.). Please use the attached Excel **template** (IKG-book_list) and then email the list to me.

The NMSU Library selectors will evaluate the lists and determine which titles are appropriate for our collection. We stress the importance of obtaining material applicable to the courses taught at NMSU's various colleges and the research activities by our faculty and students. Suppose your donation offer contains material primarily about this region – southern New Mexico, the borderlands, and the Southwest. In that case, the items may be an excellent addition to the Archives & Special Collection. Please contact Dennis Daily, Archives & Special Collections Department Head [ddaily@nmsu.edu].

Once we have a list of titles we would like to add to the NMSU Library collection, I will email it to you. Also, before we can process the items generous donors gift to the library, such as yourself, we need to have a signed In-Kind Gifts Agreement form (attached). Since this is the last step of the evaluation process, *you do not need to submit it until we let you know which items we can accept*. At that time, you are welcome to email it back as an attachment, send it through regular mail (address provided in signature block), or deliver it with the items to be donated.

Finally, when we receive the books, we will check the items against the list of requested titles, making corrections as necessary. I will scan the list of items received and the donor agreement form. When I email these two documents back, the cycle of In-Kind Gift acceptance will be closed.

We greatly appreciate your collaboration in ensuring that the donations we accept meet our patrons' needs. Your support of the University Library is valued, and we appreciate the opportunity to review your donation. If you have any questions, please don't hesitate to ask.

Again, many thanks for thinking of gifting to the NMSU Library!

Sincerely,

Mariaelena de la Rosa
Collections Coordinator