McIntyre Library Gift Policy (External)

McIntyre Library welcomes monetary donations that enable us to enhance our collections and improve our services. Financial contributions in support of the Library can be made through https://blugolds.uwec.edu/give/513035.

The Library's Special Collections and Archives Department collects and preserves materials that document the history of the University of Wisconsin-Eau Claire, the history of the Chippewa Valley (with an emphasis on Eau Claire, Chippewa, Clark, Taylor, Rusk and Buffalo Counties), and unique collections which support and enhance teaching and learning at the University. To discuss a potential donation, please contact the archives at library.archives@uwec.edu or 715-836-2739.

We appreciate the generosity of those wishing to donate treasured collections to the Library. However, we are unable to accept most donations of book, journal and other materials for the general collection due to space constraints and the high cost of sorting, reviewing, and processing donated material. Please consider one of these other options for passing along your material: your local public library, used bookstores, or charitable organizations.

If you feel your potential gift is of critical research value to the Library, please contact the Library Administration office at lib.exec@uwec.edu and provide your name and contact information, along with a description of the material.

Thank you for your interest in supporting McIntyre Library.

Internal Gift Policy

Materials that will be considered for addition to the collection:

- Items in good condition
- Fiction, non-fiction, and DVDs published within the last 5 years
- Potentially of critical research value and published within the last 5-10 years, depending on subject area
- Contents of faculty, departmental, and administrative libraries if published within the last five years, currently assigned in a UW-Eau Claire course, or a replacement/newer edition of a previously purchased item.
- Material previously acquired by the Libraries that is assigned by UW-Eau Claire instructors and/or is in poor condition at the time of donation.
- Books about Hmong subject areas
- Board games
- Donations from library staff aligned with internal gift policy
- Faculty or alumni authored donations

Library staff will not make valuations of gifts for tax purposes. The Library may not make tax appraisals for materials being received for the collection. If the donor wants tax deduction information, refer them to their own attorney or accountant.

The Library retains the right to accept all, none, or part of a proposed gift, based on the evaluation of its usefulness to the collection.

Internal Gift Procedure

Items that meet the criteria above and need to be reviewed for acceptance into the collection
1. Items should be clearly labeled with the correct spelling of the donor's name.
2. Donor must complete donor agreement form (or library staff donation form if applicable)
3. Place items on book cart outside of Carrie's office with form
   - Board game donations should go to Hans
4. Robin, Roxanne, and Carrie will decide and consult with liaisons as needed
5. Roxanne or Jill will email letter of thanks/receipt of donation

Items not accepted for the collection will be:
- Donated to Friends of LE Phillips Library for book sales (Roxanne or others)
- Shipped to online booksellers such as Better World Books or Thrift Books (Robin)
- Recycled properly (Cataloging)

Donor Form

Today's date: _____

Name: _____

Mailing Address: _____

Email Address: _____

Number of books donated: _____

Please circle your status: Faculty   Staff   Student   Alumni

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Library Staff Donation Form

Today's date: _____

Name: _____

Number of books donated: _____

Please circle your status: Faculty   Staff   Student   Alumni   Library Staff

Library Staff Donation Form

Today's date: _____

Name: _____

Number of books donated: _____

Please circle your status: Faculty   Staff   Student   Alumni   Library Staff

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Today's date: _____

Name: _____

Number of books donated: _____

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Library Staff Donation Form

Today's date: _____

Name: _____

Number of books donated: _____

Please circle your status: Faculty   Staff   Student   Alumni   Library Staff

Name

Address

Date

Dear   ,

It is with pleasure I write to thank you for your recent donation of XXX book(s) to the McIntyre Library. It was kind of you to think of the University of Wisconsin-Eau Claire (UWEC) when dispersing your collection. The books chosen for inclusion in the library's collection will be valuable additions to our holdings and will be of benefit to students for years to come.

The generosity of UWEC retirees, alumni, friends, and other interested donors assists the UWEC Libraries in its effort to provide students and faculty with a wealth of material for study and research. We are most appreciative of your gift.

Again, thank you from University of Wisconsin-Eau Claire Libraries.

Warm regards,

Roxanne Backowski

Librarian/Assistant Professor

University of Wisconsin-Eau Claire

Jill Markgraf

Director of Libraries

University of Wisconsin-Eau Claire