

Blake Library
Large Gift Acceptance Procedure
Spring, 2006

1. Search Ursus for each title (Workstudy)
 - a. FK owns title and the gift book is not a new or revised edition, place on DISCARD cart.
 - b. FK owns older edition, place donated item on cart for REPLACEMENT.
 - c. FK does not own title and 0-1 other URSUS library has it, place on cart to KEEP.
 - d. FK does not own title but 2 or more URSUS libraries do, place on cart to REVIEW.
2. Librarian reviews titles on all carts and makes final decision.
3. After final decision to keep, titles go to cataloging for processing.
4. List of items not accepted sent to various listservs and/or through e-mail.
5. Unwanted titles are left on carts for patrons to remove free.