

Gift Books

February 7, 2005

Only the Director of Library Services, the Acquisitions Librarian or a designated representative is authorized to accept gift materials from a donor.¹

Gift Plates--requested by the donor--are attached to materials by the Acquisition student assistants. The cataloger verifies that a Gift Plate has been centered on the right-hand page of the front endpaper. Using the information supplied on the order slip, the typed name of the donor can be verified on the gift plate.

The cataloger will enter a note in the 590 field to identify the book as a Gift Book with the following wording:

590 Gift of Santa Clause.

590 Copy 2 is a gift of Santa Clause.

In general, addresses such as Mr., Mrs., and the like are not used. One exception in is noted below:

590 Gift of Gail Wotring in honor of Prof. Carol Gerhart on her retirement, May 19, 2001.

If the gift book is an added copy to the collection, include a 949 field or edit the existing one in the online catalog's bibliographic record.

Count the number of Gift Books labeled; enter the tally into the appropriate column on the daily statistics sheet. Deliver to Circulation.