

Donations:

- 1) **Be sure to note who the donation is from and if the person would like to be acknowledged through a bookplate. If yes, make sure it is clear which items are from that specific person (if you have to, put a sticky note on every item; don't just throw them in a box with other stuff). If no acknowledgement is necessary, still get the name and address, if possible, so that we can send a thank-you note. If the donation is completely anonymous, nothing needs to be noted.**
- 2) Write and send the appropriate thank-you note.
- 3) Print bookplate and stick in book, unless book is deemed inappropriate for the collection.
***it is important to do steps 2 and 3 before actual sorting, so that things don't get mixed up later and so that the sorting can happen all at once.**
- 4) Sort. Follow the collection development policy and note the area the book belongs in. If the book does not belong in our collection, set aside until step 7.
- 5) Enter items into database. If a particular item is priority, mark it as such and hurry its journey to the shelves.
- 6) Print labels and shelve book(s).
- 7) What to do with books we do not need (do these in order):
 - a. Try to resell. \$ will go into the library fund (?).
 - b. See if the group **Books To Prisoners** could use any of the items (Amy currently has a connection with this group; this may not actually be an option)
 - c. Donate items (nothing that is falling apart or in otherwise bad condition) to the UW.
 - d. Place remaining items on the free shelf downstairs.