

PROCEDURES FOR ACCEPTING MATERIALS IN QUESTIONABLE CONDITION

Purchasing Out of Print Orders

1. Unless specifically instructed to order an exact edition, Acquisitions will order the most recent edition available.
2. As Acquisition finds out of print books, they will look at the condition as stated by the out of print dealer. Any book with a condition *better* than good will be ordered without further consultation. Any book with a condition of good or worse will not be ordered automatically. Acquisitions staff will notify the selector to see if they should still purchase it. Acquisitions will place the statement of condition in a general note of the order record.
3. If the questionable condition is apparent only upon receipt, the preservation librarian will be consulted before the book is received, paid for, or cataloged. If the preservation librarian thinks it necessary, the selector will also be consulted. Subject to a \$50 minimum purchase limit, Acquisitions will attempt to return the item or send it to Preservation for treatment.

Accepting Gifts Materials

1. Collection Development staff will notify the preservation librarian when gift materials of questionable condition are donated.
2. The preservation librarian will review the items before the selector sees them and estimate the time and cost involved in getting the materials ready for the stacks.
3. If the condition is not good and the selector still decides they should be added to the collection, Collection Development will note "Route to Preservation after cataloging" on the gift form.
4. Any gift book sent to Technical Services will be cataloged and sent to the stacks unless there is a specific note asking it to be routed to Preservation.
5. If a large donation of questionable condition is received, Collection Development will contact the preservation librarian for consultation.