



REPRESENTATIVE DOCUMENTS

Mission Statements

MU Libraries Development Mission Statement

Mission Statement:

The MU Libraries Development Office cultivates and solicits funds from private sources in order to:

- Supplement and enhance the strength of the Libraries' collections and services to support the University mission of teaching, research and service;
- Publicize and promote the role and contributions of the Libraries to the University. To the citizens of Missouri, and to the global scholarly community;
- Enable timely responses to current and future needs of scholars working in an information-rich and dynamic technological environment.



Morris Library Development Office

BUILDING EXCELLENCE *Through* COMMITMENT



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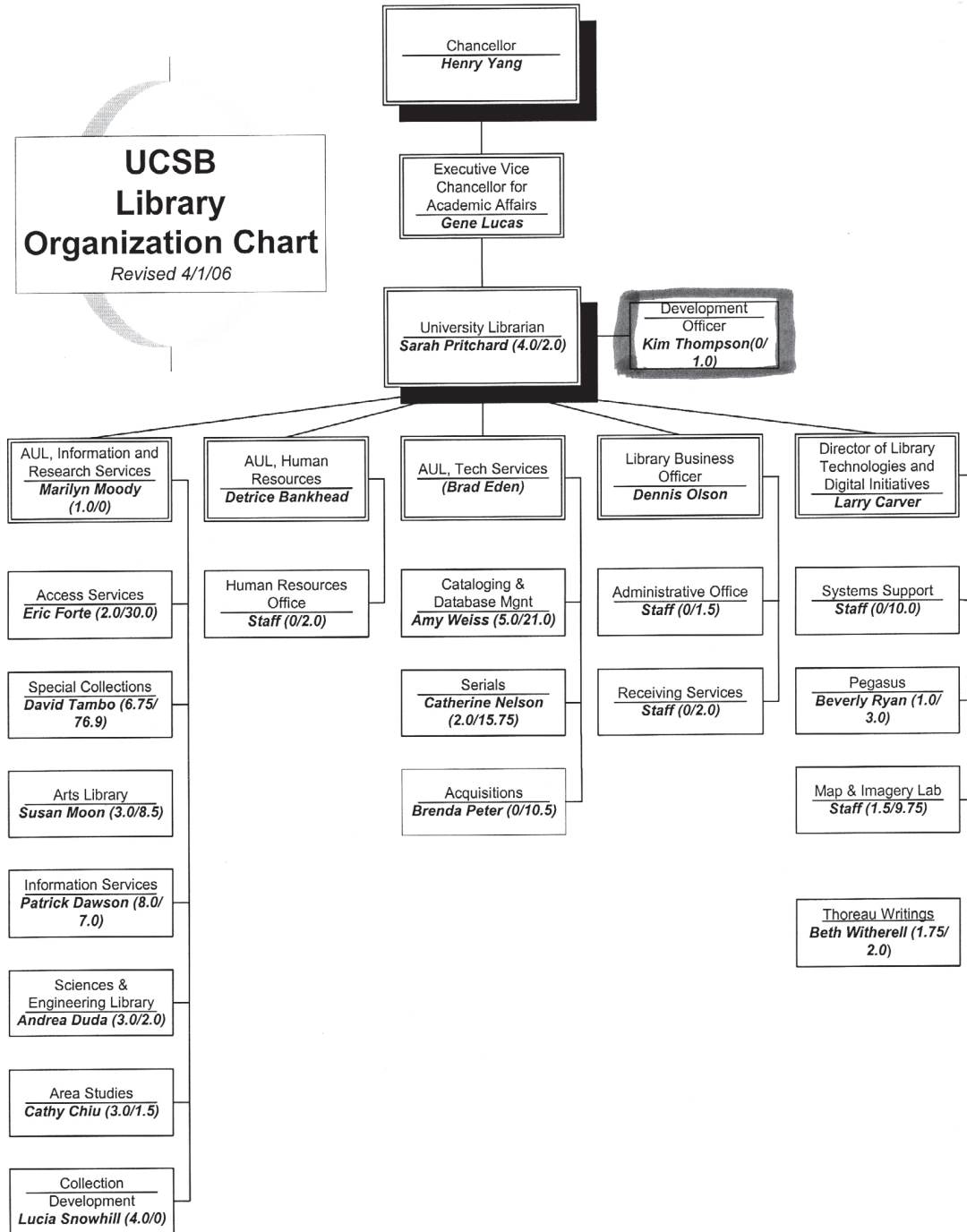
Morris Library is the cornerstone that allows Southern Illinois University Carbondale to fulfill its core mission of teaching and research—it is a major educational force in the state, region, and nation. The standard of excellence of Morris Library assists the University in attracting the brightest students and best scholars. The Library's facilities, services, and unique holdings are utilized by patrons on campus, in the community, and around the world. To maintain and expand this critical resource we must attract private support from friends, alumni, corporations, and foundations.

Please visit the electronic version of *Cornerstone*, the newsletter of Morris Library that features the news, people, events, programs, resources, etc. of the Library.

Please consider the opportunities for giving by connecting through the links on the left side of the page. Thank you.

Organization Charts

**UCSB
Library
Organization Chart**
Revised 4/1/06



Library >> Staff Site >> Organization Chart

Organization Chart

Director of Libraries

Dale B. Canelas ----->

--- **Collection Management Division**

John Ingram, Deputy Director

--- **Technology Services Division**

Michele Crump, Interim Assistant Director

--- **Public Services Division**

Carol Turner, Associate Director

--- **Support Services Division**

Bill Covey, Interim Assistant Director

--- **Library Development**

Vacant, Director of Development

| --- **Program Assistant**

| Brandy Burgess

| --- **Public Information Officer**

| Barbara Hood

Collection Management Division

John Ingram ----->

Deputy Director

--- **Collection Management Department**

| Shelley Arlen, Chair

| --- **Humanities Bibliographer**

| Frank Ditrollo

| --- **Social Sciences Bibliographer**

| Peter McKay, Assistant Chair

| --- **Science Bibliographer**

| Barry Hartigan

--- **Special and Area Studies Collections Department**

| Rita Smith, Interim Chair

| --- **Latin American Collection**

| Richard Phillips, Head

| --- **Judaica Library**

| Yael Herbsman, Interim Head

| --- **Africana Collection**

| Peter Malanchuk, Head

| --- **Asian Studies Collection**

| David Hickey, Head

Technology Services Division

Michele Crump ----->

Interim Assistant Director

--- **Acquisitions & Licensing**

| Steve Carrico, Interim Chair

| --- **Serials Unit**

| Doug Kiker

| --- **Monographs Unit**

| Suzanne Kiker

| --- **Gifts & Exchange Unit**

| Raimonda Margjoni

| --- **Paying Unit**

| Jack Waters

| --- **Database Maintenance Unit**

| Lawan Orser

--- **Cataloging & Metadata**

| Betsy Simpson, Chair

UNIVERSITY OF FLORIDA

http://web.uflib.ufl.edu/orgchrt.html

- | | | | | --- **Copy Cataloging Unit**
- | | | | | Doug Smith
- | | | | | --- **Science & Social Science Unit**
- | | | | | Jimmie Lundgren
- | | | | | --- **Humanities & Special Collections Unit**
- | | | | | --- **Authorities & Metadata Quality Unit**
- | | | | | Priscilla Williams
- | | | | | | --- **Digital Projects Metadata Librarian**
- | | | | | Haiyun Cao
- | | | | | --- **Principal Serials Cataloger**
- | | | | | Naomi Young
- | | | | | --- **Digital Library Center** (Department Organizational Chart)
- | | | | | Erich Kesse, Chair
- | | | | | | --- **Collections Liaison**, Stephanie Haas
- | | | | | | --- **Copy Control**, Nelda Schwartz
- | | | | | | --- **Imaging**, Randall Renner
- | | | | | | --- **Quality Control**, Jen Pen
- | | | | | | --- **Text Processing**, James Clifton
- | | | | | --- **Preservation Department**
- | | | | | Cathy Martyniak, Chair
- | | | | | | --- **Conservation Unit**
- | | | | | John Freund
- | | | | | | --- **Binding Unit**
- | | | | | Robert Parker

Public Services Division

Carol Turner ----->
Associate Director

- | | | | | --- **Humanities and Social Science Services**
- | | | | | Leilani Freund, Chair
- | | | | | | --- **HSS Reference Unit**
- | | | | | Colleen Seale, Assistant Chair
- | | | | | | --- **Architecture/Fine Arts Library**
- | | | | | Ann Lindell, Head
- | | | | | | --- **Education Library**
- | | | | | Iona Malanchuk, Head
- | | | | | | --- **Journalism Library**
- | | | | | Patrick Reakes, Head
- | | | | | | --- **Music Library**
- | | | | | Robena Cornwell, Head
- | | | | | --- **Access Services Department**
- | | | | | Lori Driscoll, Chair
- | | | | | | --- **Library West Circulation and Retrieval Services**
- | | | | | | --- **Electronic Reserve and Copyright Clearance**
- | | | | | | --- **Storage and Collection Planning Services**
- | | | | | Benjamin Walker, Assistant Chair
- | | | | | | --- **Interlibrary Loan Office**
- | | | | | Michelle Foss, Head
- | | | | | --- **Government Documents Department**
- | | | | | Jan Swanbeck, Chair
- | | | | | | --- **Map & Imagery Library**
- | | | | | Carol McAuliffe, Head
- | | | | | | --- **Geographic Information Services Unit**
- | | | | | Joe Aufmuth
- | | | | | --- **Marston Science Library**
- | | | | | Carol Drum, Chair
- | | | | | |

- |--- **Assistant Chair**, Pamela Cenzer
- |--- **IFAS Outreach**, Valrie Davis
- |--- **Engineering Outreach**, Kathryn Kennedy
- |--- **Online Coordinator**, Denise Bennett

Support Services Division

Bill Covey----->
Interim Assistant Director

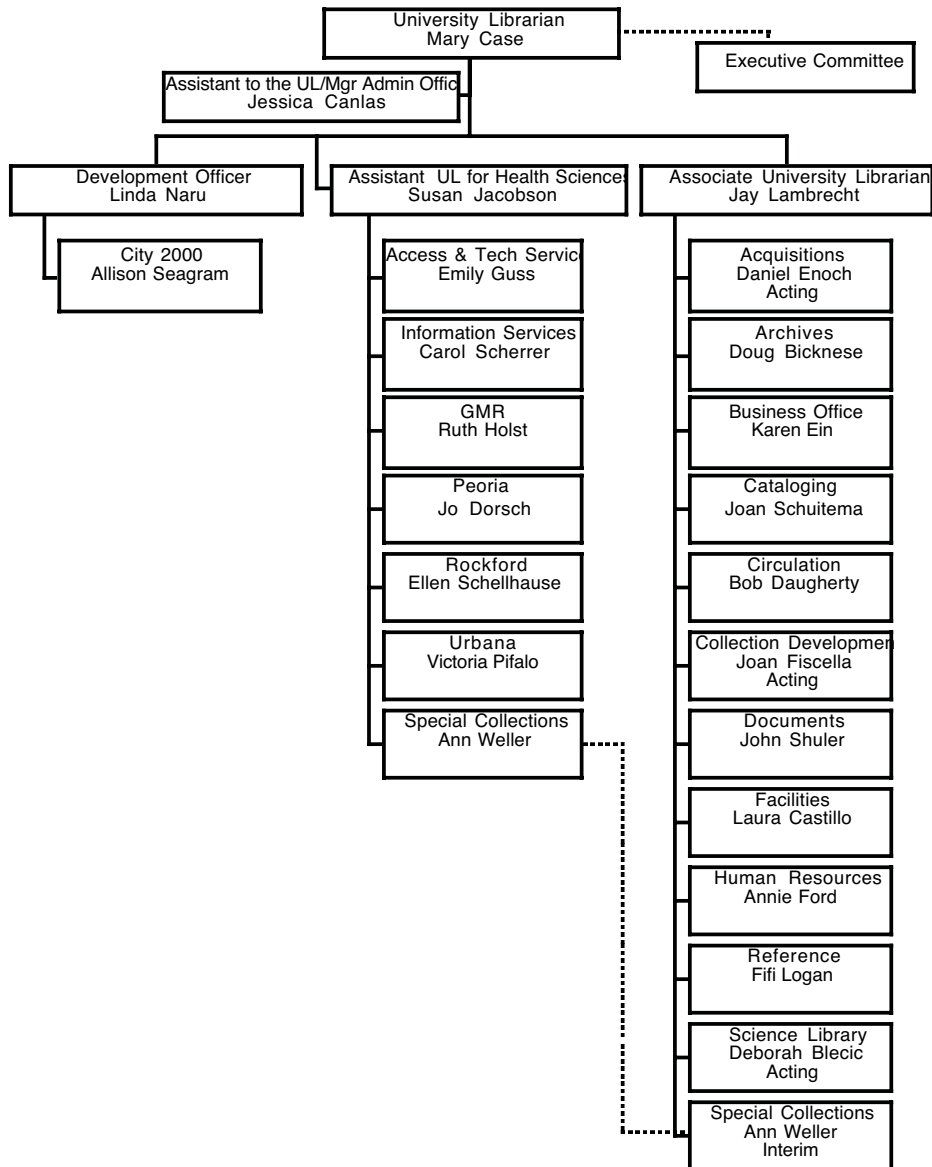
- **Business Services Office**
Barbara Oliver, Head
 - |--- **Accounting**, Grace Strawn
 - |--- **Purchasing**, Betty Mitchell
 - |--- **Travel**,
- **Library Human Resources Office**
Brian Keith, Head
 - |--- **Personnel Support**, Tina Pruitt
 - |--- **Training and Development Unit**
Trudi DiTrolgio, Staff Development Officer
- **Facilities Planning Office**
H. Rob Roberts, Head
 - |-- **Building Management**
 - |-- **Mail Room**
 - |-- **Supplies**
- **Systems Office**
Will Chaney, Interim Head

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Send suggestions and comments to the library web manager.
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Last updated September 15, 2006 - tlm

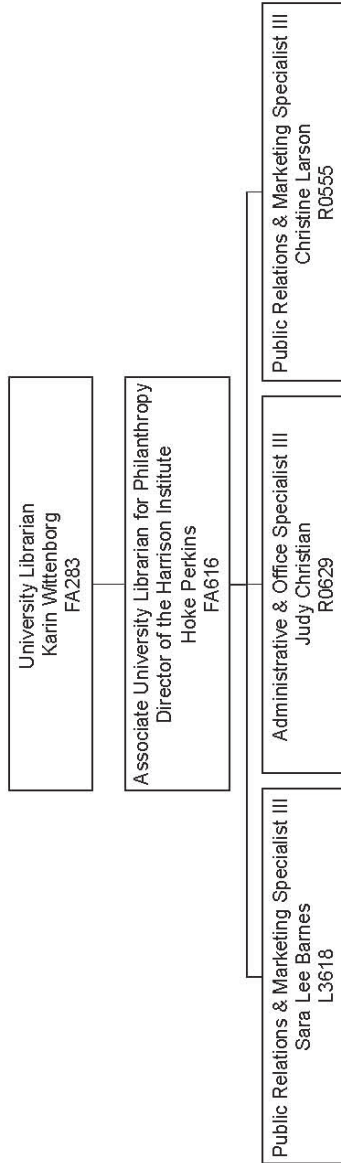


UIC University Library
Organization Chart
3/02/06

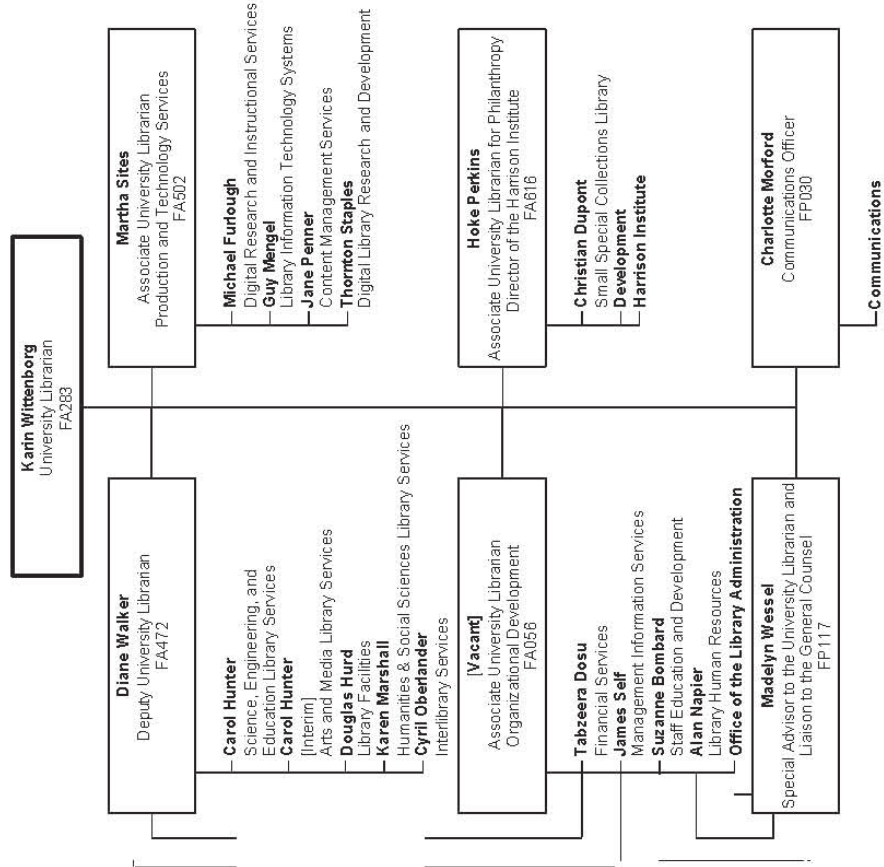


Library Development

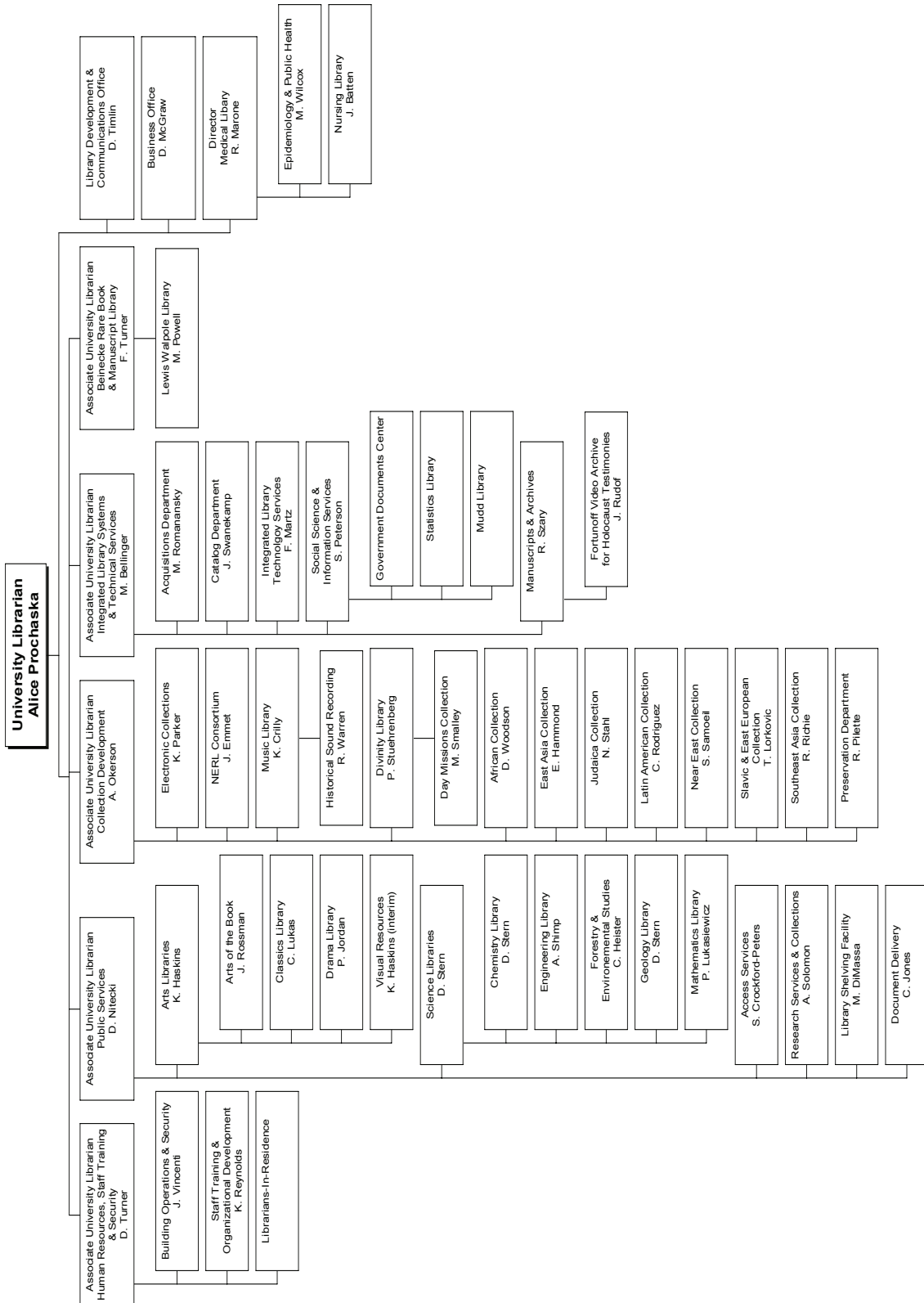
Last Updated: 20 May 2005



University Library
Interim Administration Organization Chart
 25 April 2006



Yale University Libraries Organizational Chart



Position Descriptions

UNIVERSITY OF CALIFORNIA, IRVINE

FOR USE BY APPROVING AUTHORITY:

Approved Payroll Title:

Approved By:

Effective Date:

CB Unit:

CB Code:

**UNIVERSITY OF CALIFORNIA, IRVINE
JOB DESCRIPTION**

Date: **June 1, 2001**

Incumbent: **Marguerite Brannon**

Title: **Development Director, UCI LIBRARIES**

Level: **MSP II Contract**

Supervisor: **Michael T. Losquadro
Executive Director of Development
University Advancement**

**Gerald J. Munoff
University Librarian**

I. Basic Function

Reporting to the University Librarian and the Executive Director of Development, the Development Director is responsible for the planning, executing, evaluating and acquisition of private support including corporate, foundation and individual major gifts for The Libraries.

II. Specific Responsibilities

1. Write a business plan for the establishment of a major gift development program, which includes foundations, corporations, and individual donors. The plan shall include quantifiable objectives.
2. Direct the organization, planning and implementation of volunteer committees or groups as may be appropriate and necessary to meet established fund-raising objectives.
3. Develop and oversee the planning, organization and implementation of prospect cultivation for assigned programs in The Libraries.
4. Enlist the involvement of the University Librarian and other senior UCI administrators in their contact with volunteers and other donor prospects.
5. Direct the planning of strategies and tactics for donor solicitation. Provide consultation and direction to the University Librarian in planning and marketing specific programs to specific funding sources.
6. Develop detailed gift opportunities tailored to the interest of potential major donors, consistent with the established needs and priorities identified by the University Librarian.
7. Prepare written case statements, proposals and/or other special materials for use during donor cultivation and solicitation.
8. Organize and direct donor solicitation involving key volunteers and the University Librarian and participate in major donor solicitations as appropriate.

9. Devise and oversee the implementation of methods for recognizing and maintaining regular contact with past donors to The UCI Libraries. Encourage the active participation of major donors as volunteers to ensure their constant awareness of current needs and objectives.
10. Supervise and direct the Associate Director of Development, University Libraries in his or her role.

III. Relationships

1. Work with the Executive Director of Development to coordinate fundraising campaigns or projects for The Libraries in accordance with campus and University fundraising policies.
2. The Development Director works extensively with the University Librarian and staff of The Libraries to define funding opportunities, develop funding strategies and their implementation, and to build and maintain communication throughout The Libraries.
3. Advise, inform and work with the Vice Chancellor/University Advancement, Chancellor's Office, Associate Vice Chancellor/University Advancement, Directors of Development, Division of Research and Graduate Studies and other campus departments.
4. Maintain effective working relationships with other departments in University Advancement: Communications, Special Events, Corporate and Foundation Relations, Gift Planning, Research, Finance and Administration, Alumni Relations and Annual Giving.
5. Participate in the campus prospect management system, development officer forums and University Advancement planning meetings.

IV. Scope

1. Responsible for fundraising and external relations budget.
2. Responsible for compliance with all UCI policies and procedures, including but not limited to, solicitation and acceptance of gifts, prospect management, special events, alumni and support group policies, and naming policies.

V. Knowledge and Abilities

1. Broad knowledge of the principles and practices of major gift fund-raising, preferably within a major research university.
2. Three to five years of successful fund-raising experience.
3. Ability to understand and to articulate the conceptual foundations of research libraries.
4. Understanding of academic, research and education functions and operating principles of a major research university.
5. Experience and skill in directing a complex development program within a major university and the ability to communicate effectively with a constituency both within the university and its community of supporters.
6. Ability to conceptualize, design and implement a development program. Ability to direct the design of strategies for cultivation and solicitation of donor prospects.

7. Ability to work effectively with deans and directors, academic and University leaders and volunteers to achieve fund-raising goals.
8. Ability to work effectively with other advancement staff in devising, analyzing, modifying, implementing and evaluating overall University Advancement program.
9. Skill in communicating persuasively, both orally and in writing, about private gift fund-raising in general and in particular as it applies to UCI and The UCI Libraries.

PROV #:

UNIVERSITY OF CALIFORNIA, SANTA BARBARA
JOB DESCRIPTION

Classified By:
Koeble, Roxanne

Decision Date:
09/27/2005

EMPLOYEE NAME:		EMPLOYEE ID:	NEW HIRE START DATE:		
APPROVED PAYROLL TITLE: DEVELOPMENT OFFICER II		TITLE CODE: 0602	WORKING TITLE: Director of Library Development and Outreach		RECLASSIFICATION EFFECTIVE DATE:
PERCENT OF TIME: 100	CBU: 99	ERC: A	GRADE TYPE: DO	GRADE: 2	FLSA STATUS: Exempt
APPT TYPE: Contract	DEPARTMENT/DIVISION: DEVL-Development		WORK LOCATION: 3589B Davidson Library		
NAME OF SUPERVISOR:		SUPERVISOR'S PAYROLL TITLE: Development Officer III		NAME OF DEPARTMENT HEAD:	

EMPLOYEE'S FORMER PAYROLL TITLE:			NAME OF PREVIOUS INCUMBENT:		
HR APPROVED ACTION: Update	TEMP BEGIN DATE:	TEMP END DATE:	LTD APPT BEGIN DATE:	LTD APPT END DATE:	END DATE (OTHER): contract - 9/30/06

TYPE OF SUPERVISION RECEIVED:
Direction

NAME OF EMPLOYEES DIRECTLY SUPERVISED:
Asst II, 100% (Library employee)

GENERAL SUMMARY OF DUTIES AND RESPONSIBILITIES:
This University Major Gifts Development Officer serves as Director of Library Development and Outreach ("Director") for the University Libraries ("Libraries"). Works to optimize philanthropic support for the Libraries, in response to academic priorities established by the University Librarian ("Librarian"). As a member of the Development Office staff, fund raising efforts are devoted primarily to the Libraries, with the remaining time to other University initiatives, as appropriate.

The Director focuses about sixty-five percent time on major gift (\$100k+) fund raising activities. Thirty-five percent is focused on other activities related to fund raising, including some lower level gift solicitations, liaison and programming with the Friends of the Libraries, development of campaign materials, assistance with programs and marketing materials for external and community relations, and administrative duties such as planning, coordinating and executing aspects of the Libraries development program.

With regard to major gift fund raising, the Director is responsible for designing and executing planned strategies for the identification, cultivation, solicitation, closing and stewardship of gifts from individuals, corporations and foundations. Works personally with top donor prospects and supports the Librarian, faculty and volunteers in top prospect relationships, in order to maximize philanthropic support for the Libraries and UCSB, raising gifts to meet identified fund raising priorities.

Director works to ensure that all aspects of his/her development program are internally consistent, thematically related, and compatible with the policies and priorities of the Libraries, Development Office and University.

JOB FUNCTIONS AND DUTIES

Listed below are the job Functions and Duties, both Essential and Non-Essential, listed in order of importance. Essential duties define the methods, procedures, and techniques by which essential functions are carried out. They show what is done, how it is done, and why it is done. Non-Essential functions are duties that are a peripheral, incidental or minimal part of the job. Removal of a Non-Essential duty would not fundamentally change the job.

The total percentage of all Essential and Non-Essential duties must add up to 100%, regardless of part-time status.

Order of Imp	Essen Duty	%	Freq.	Function	Duties
1	Yes	65	Daily	Fund Raising	<ul style="list-style-type: none"> identifies, cultivates, solicits, closes and stewards major gift prospects devotes significant effort to personal solicitations focusing primarily on major gifts meets individually with major gift prospects in and out of the Santa Barbara region supports and staffs the Librarian, and/or other senior administrators, as appropriate, in major donor prospect relationships including proposing planned strategies leading to gifts; briefings in preparation for development-related meetings; drafts or plans letters to donors

					and prospects, comments for donor gatherings; and sets and coordinates individual meetings with many key gift prospects <ul style="list-style-type: none"> • attends various meetings and University events, including some activities on weekends, evenings, and out of town, in order to cultivate or solicit donors • develops and manages volunteer involvement for the Libraries major gift fund raising effort, to the extent appropriate for the program, including working with Trustees of The UCSB Foundation Board
2	Yes	15	Daily	Community Relations	<ul style="list-style-type: none"> • serves as VCIA designate for development-oriented support groups for the Library • attend meetings of the board of the Friends of the Libraries, and works with the FOL President to foster the membership outreach and development potential of the FOL through programs, mailings, events, individual contacts and special projects • coordinates with appropriate staff to prepare and produce printed and electronic publications in support of the Libraries' fund raising and outreach efforts (brochures, mailings, press releases, web pages or other similar materials)
3	Yes	20	Monthly	Strategy and Administration	<ul style="list-style-type: none"> • creates a clear list of fund raising priorities for the Libraries, based on the Librarian's priorities • creates and executes a master plan, that includes an annual operating plan, expenditure budget and revenue goal, for development of private gift support for the Libraries, which, based on the Librarian's direction, prioritizes and coordinates the Libraries fund raising activity • manages an entertainment and travel expenditure budget for the program • initiates donor recognition and publicity, as appropriate (working in coordination with the Donor Relations and the Office of Public Affairs) • designs and executes tailored acknowledgments and recognition of large gifts (working in coordination with Donor Relations) • participates in various Development Office, Libraries or other University committees, or handles special assignments, as appropriate • collaborates with other college, school and unit based development officers, in particular in the context of the Campaign and collaborative academic programs and activities • supervises a full-time administrative assistant • completes other duties as assigned
4	Yes	0	Weekly	Reporting and Functional Relationships	<p>The Director reports to the AVC or designee and works as a member of the Libraries and Development Office staffs. The Director's program plan approval and performance evaluation are carried out jointly by the Librarian and the AVC or designee. The Librarian evaluates the Director's performance in areas such as knowledge of the Libraries' specific goals, case for support and fund raising priorities; ability to serve the Libraries' unique needs and proficiency in execution of the Libraries' fund raising plans. The Librarian establishes fund raising priorities. The AVC or designee evaluates the Director's performance in areas such as knowledge of the University's case for support, professional fund raising procedures, techniques and standards; achievement of fund raising and volunteer management goals as defined in the annual operating plan; and knowledge of and compliance with University of California, UCSB, and The UCSB Foundation policies, procedures and systems as these pertain to development. The Director coordinates with both the Librarian and the AVC or designee to establish an action plan, goals and priorities, and day-to-day activities.</p> <p>The Director's working relationships include a close, daily working relationship with the Librarian and the Libraries senior administrators and colleagues throughout the Development Office and Division of Institutional Advancement. The Director ensures coordination between fund raising for the Libraries, and other Development Office programs such as the development programs for other colleges, schools and units, the Annual Fund, Foundations, Corporations and Planned Giving; Prospect Research; Prospect Management & Tracking System (PMATS); Donor Relations and Stewardship; donor acknowledgment programs which support development, and other development-related units. Through this coordination, the Director ensures maximum and efficient use of the University Development and Institutional Advancement programs, to support the Libraries effort to raise gifts. The Director also interacts with faculty, administrative staff and the larger campus community.</p>

PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS

PHYSICAL
 Continuously=Activity occurs > 66%
 Frequently=Activity occurs 33% to 66%
 Occasionally=Activity occurs < 33%
 Not Applicable=Activity does not exist

On the job, the employee must:

Stand: **FREQ.**

Walk: **FREQ.**

Bend: **FREQ.**

Sit: **FREQ.**

Crouch / Squat: **N/A**

Kneel / Crawl: **N/A**

Climb: **N/A**

Reach Above Shoulder Level: **OCCAS.**

Use Keyboard / Mouse: **FREQ.**

HAND ACTIVITIES:

Fine Dexterity: **FREQ.**

Hand Twisting: **OCCAS.**

Simple grasping: **FREQ.**

Power grasping: **N/A**

Other:

Frequency of Other Activity: **No Response**

LIFTING ACTIVITIES:

Light lifting: **OCCAS.**

Moderate lifting: **OCCAS.**

Heavy lifting: **N/A**

PUSH / PULL ACTIVITIES:

Light pushing / pulling: **OCCAS.**

Moderate pushing / pulling: **OCCAS.**

Heavy pushing / pulling: **N/A**

MENTAL

Continuously=Activity occurs > 66%

Frequently=Activity occurs 33% to 66%

Occasionally=Activity occurs < 33%

Not Applicable=Activity does not exist

On the job, the employee must be able to:

Read/comprehend:

CONTIN.

Write:

FREQ.

Perform Calculations:

FREQ.

Communicate Orally:

FREQ.

Reason and Analyze:

CONTIN.

Other:

Frequency of Other Activity: **No Response**

ENVIRONMENTAL

Continuously=Activity occurs > 66%

Frequently=Activity occurs 33% to 66%

Occasionally=Activity occurs < 33%

Not Applicable=Activity does not exist

On the job, the employee:

Is exposed to excessive noise:

OCCAS.

Is around moving machinery:

N/A

Is exposed to marked changes in temperature and/or humidity:

N/A

Is exposed to dust:

OCCAS.

Is exposed to fumes:

N/A

Is exposed to gases:

N/A

Is exposed to radiation:

N/A

Is exposed to microwave:

N/A

CLASSIFICATION DESCRIPTION

THE GEORGE WASHINGTON UNIVERSITY

Issued: 03/05

FLSA: Exempt

Supersedes: Director of Development, The Gelman Library System (Issued 04/01)

Occ. Cat: 01

Code: 09BB

Grade: 24

Title: Director of Advancement, The Gelman Library System

Department or School:

Advancement and Alumni Affairs

BASIC FUNCTION AND RESPONSIBILITY

To work with the University Librarian and the Associate University Librarian in the identification, cultivation, and solicitation of major gifts for The Gelman Library System.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Works with the University Librarian, Associate University Librarian and the University's Advancement Office to identify priority needs for major gift support.
2. Works with the University Librarian, Associate Librarian, and the University's Advancement Office to identify major gift prospects related to The Gelman Library System.
3. Works with the University Librarian, Associate University Librarian and the Vice President for Advancement & Alumni Affairs to establish programs for the cultivation of identified major gifts prospects, including visits by the University Librarian, Associate University Librarian or appropriate Gelman Library System staff members to social events, advisory boards and other efforts.
4. Makes personal calls, with the University Librarian or others, to solicit major gifts for The Gelman Library System.
5. Serves as a senior member of the University's Advancement Office staff and coordinates with other academic affairs advancement officers on prospect assignments and fund-raising strategy.

SUPERVISION RECEIVED

Administrative supervision is received on an as-needed basis from the Associate Vice President of Advancement, School Programs. Functional supervision is received from the University Librarian and the Associate University Librarian for Administration, Development and Personnel with regard to the priority needs for which support is to be solicited.

SUPERVISION EXERCISED

Administrative and functional supervision is exercised over the staff of The Gelman Library System Development Unit.

ENTRY-LEVEL QUALIFICATIONS

A Bachelor's Degree in Business Administration, Marketing (or a closely related field), or an equivalent combination of education, training and experience is necessary. An advanced degree is preferred.

A minimum of six years of fund-raising experience in major gifts and board development is necessary.

Experience in writing grant proposals is desirable.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

General Description:

The role of the Sr. Associate Director of Development is to represent the Sheridan Libraries while establishing and managing effective relationships with major gift donors. In this role, the Sr. Associate Director will serve as a major gifts fundraiser, identifying, soliciting and stewarding major gifts prospects. These prospects will primarily include individual donors who are capable of making gifts of \$25,000 or more.

Duties include: effectively represent the case for support of the Sheridan Libraries, manage a mixed (discovery through stewardship) portfolio of approximately 125 major gift prospects per year; manage 10-12 prospect visits/month; raise on average \$3M+ annually from major gift prospects; work collaboratively with colleagues in the Sheridan Libraries, other divisions, central development, trustees, volunteers, deans, faculty and senior administration to plan and implement fundraising strategies to meet campaign goals; manage the scheduling and arrangement of on-site and off-site meetings, luncheons, tours, visits, etc. with major gift prospects, manage the stewardship program for all major gift donors; responsible for utilizing the prospect data systems for prospect management.

Qualifications:

Bachelor's degree with minimum of 5-7 years of related experience with demonstrated success in closing major gifts and individual solicitations; must be highly motivated, goal-oriented self-starter who is comfortable with both qualitative and quantitative evaluation; must have strong oral and written communication skills and computer skills; able to manage multiple projects simultaneously and effectively; able to make independent decisions and use keen judgment, and work as part of an effective team securing the success of the library's development and alumni relations program.

THE UNIVERSITY OF MANITOBA
POSITION DESCRIPTION QUESTIONNAIRE

GENERAL INSTRUCTIONS

Complete all sections of the position description and type or print the final version. Use words that apply to both genders. Contact the Human Resources Department if you need assistance.

SECTION 1. IDENTIFICATION

NAME OF INCUMBENT: _____

PRESENT CLASSIFICATION (IF KNOWN): _____

TITLE OF POSITION: _____ Libraries Major Gifts Officer (full-time, permanent)

ADDRESS OR LOCATION OF POSITION: _____ Elizabeth Dafoe Library / Frank Kennedy Center

DEPARTMENT OR UNIT: _____ University of Manitoba Libraries / Department of Development

NAME AND TITLE OF PERSON

SUPERVISING THIS POSITION: _____ C. Presser, Director of Libraries / M. Hamilton, Dir. of Development

The Libraries Major Gifts Officer will report directly to the Director of Libraries regarding the achievement of the strategic fundraising plan and priority of work and will have development work overseen by the Director of Development. Will also receive guidance on development methodologies and related University of Manitoba policies/procedures and on accessing resources and professional development from the Department of Development.

SECTION 2. SUMMARY

This section is intended to be a capsule summary of the position and its relationship to the work unit in which it is located. Therefore, you may wish to complete it after completing Section 3.

A. **THE UNIT** (Briefly indicate the size, purpose and goals of the Faculty/School, Department and Unit. Start with Faculty or Unit; then move to immediate work unit. Include sizes of budget, staff, students, etc.)

The Department of Development at the University of Manitoba has the responsibility to support the University of Manitoba in fulfilling its academic, research and institutional aspirations by acquiring private funding from corporations, foundations, faculty, staff, students, alumni and individual donors as well as non-operating government support. University procedures provide that no fundraising project can be undertaken by a unit/Faculty/School without the knowledge and approval of the Department of Development. The Department of Development works in close collaboration with the Director of Libraries in this regard.

The University of Manitoba Libraries consist of eleven unit libraries on the Fort Garry Campus and one on the Bannatyne Campus, as well as nine satellite libraries. Together they contain over 2,000,000 volumes, subscribe to 9,000 serials, hold a variety of materials in microform and multimedia formats and provide access to both local and remote databases. The University of Manitoba Libraries continues to move forward in fulfilling its vision of being recognized as an essential resource for information within the university and the Province of Manitoba, providing an environment which fosters scholarship, creativity and learning. The Libraries objective is to support the university's teaching and research agenda by developing the collections, both print and electronic and provide access to the collections through technology and services in all of the libraries. The Departments of Development and Advancement Services support the development needs of all University of Manitoba Libraries.

The University of Manitoba's Department of Development oversees the following programs for all faculties, schools and Libraries:

- **Annual Giving Program:** The Annual Giving Program solicits gifts annually from alumni, faculty, staff, parents, students, friends and businesses. These gifts help to provide scholarships and enhance programs beyond what can be covered through operating grants and tuition fees, and are the foundation to the university's development program. The current AGP is responsible for approaching alumni of the University of Manitoba, parents of student currently attending the university and current university faculty, staff and students. Phone, mail, a combination of phone/mail, and peer-to-peer approaches are used.
- **Planned Giving Program:** Planned Giving is the process of designing charitable gifts so that the donor realizes philanthropic objectives while maximizing tax and other financial benefits. Such gifts tend to involve the transfer of accumulated assets that have been earned or acquired over a lifetime. For that reason, they usually require the donor's careful consideration of how the transfer of a gifted asset will affect his/her current financial planning and estate planning, so they are not spontaneous. These gifts may be deferred or outright. The most common deferred gift arrangements are bequests. Donors may also support the university through gifts of property, annuities, life insurance and charitable remainder trusts. The process necessarily involves consideration of the effect of various gift options on the donor's income and tax position and therefore professional advice is required in most cases.
- **Major Gifts:** Major gifts are solicited on a peer-to-peer basis. Potential major donors are identified, researched and cultivated, and then a solicitation is made by a volunteer and/or representative of the university. Prospects may include individuals, corporations, foundations and organizations.
- **Capital Campaigns:** Capital Campaigns are undertaken under the direction and approval of the University to raise funds for capital projects. The Department of Development is responsible for establishing the feasibility of the campaigns, creating the campaign plan, creating the marketing strategy, identifying prospects and soliciting prospects and donors, in consultation with the Deans, Directors and any advisory or campaign cabinets that are established to assist with solicitations. The Department of Development also provides all acknowledgement and recognition of capital gifts.

The University of Manitoba's Department of Advancement Services oversees the following programs for all faculties, schools and Libraries:

- **Research:** Identify and gather information on donor prospects and donors for all development programs.
- **Awards Coordination:** Facilitate the process of establishing an award at the University.
- **Database Administration:** Manage and maintain biographic data on all alumni, prospects and donors, and financial data on all donors and alumni.
- **Reporting:** Provide timely and accurate biographic and/or financial information regarding alumni, prospects and donors to staff (internal and external) and outside organizations or individuals, as required.
- **Gift Processing, Acknowledge and Follow-up:** Process all gifts to the University of Manitoba from individuals, corporations, foundations and organizations, and send the appropriate receipt and acknowledgement. Follow up with reminder notices as required.
- **Stewardship/Donor relations:** Faithfully and competently carry out the purpose of a gift and communicating to the donor the impact of the gift on the university as well as the appreciation for the gift.
- **Administrative Support:** Clerical and administrative assistance to support all of the development programs, including word processing, meeting and event arrangements, overhead preparation and assisting with preparation of mailings.

B. **THE POSITION** (Briefly explain: why this position exists, what it is intended to do, and how it assists in meeting the work unit's goals.)

The incumbent reports to the Director of Libraries for the content and priority of work and has work overseen by the Director of Development. The incumbent is part of the development team providing fundraising assistance to the University of Manitoba Libraries. The incumbent is responsible for the overall comprehensive fundraising plans and strategies for the Libraries and, in collaboration with the Director of Development, will ensure they are consistent with the University's fundraising goals. The intended result is increased outright and deferred gifts to the Libraries. This includes collaborating with staff in the Departments of Development and Advancement Services in planning, implementing and managing an annual giving program, a major gifts solicitation program for assigned prospects, a planned giving program and for maintaining a tracking and reporting system to manage the funds, donors and prospects for which the incumbent is responsible. Major responsibilities include: developing strategies and overseeing the fund-raising cycle, including prospect identification, cultivation, solicitation, recognition and stewardship. The position will receive stewardship and development assistance from the development team.

The incumbent, in collaboration with the Director of Development, works closely with senior corporate volunteers and individuals who are planning significant gifts to the University of Manitoba.

SECTION 3. KEY RESPONSIBILITIES AND DUTIES

Major development responsibilities in the Libraries include developing strategies and overseeing the fundraising cycle, including prospect identification, cultivation, solicitation, recognition and stewardship; acting as a liaison with and supporting the Director of Libraries. The incumbent also works with volunteers to identify prospects and raise funds for the Libraries.

The role of the Libraries Major Gifts Officer is to:

- As a key member of the Library’s development team, collaborate with the Director of Development to ensure that prospect clearance, management and strategies for the Libraries are properly managed.
- Identify, qualify, cultivate and close gifts in the \$25,000 - \$1.0 million range.
- Design and develop effective solicitation strategies and manage prospect relationships in a way that enhances continued and increased support to the Libraries.
- Organize time well, allowing for significant interface with prospects. The ultimate annual expectation is 50-75 face-to-face prospect visits, 30-50 solicitations and 20-40 closed gifts.
- Represent the University of Manitoba and its Libraries to the outside world and facilitate relationships between individuals, corporations, foundations and key members of the university, leading to significant gifts.
- Recruit, engage and support volunteers in solicitation work.
- Write persuasive, appropriate funding proposals communicating the Library’s plans, programs, services and initiatives for potential donors. Consult with the Department of Development for assistance when required.
- In collaboration with the Stewardship Officer, administer and steward each gift according to the donor’s wishes.
- Manage the tracking of all gift proposals.

The incumbent will be required to travel to some major centres and meet with donors. This involves flexibility in work hours, including evening and weekend work. The personal nature of these approaches and relationships requires that accurate records of all contacts and correspondence are maintained. Strict adherence to follow-up commitments, details and timelines is critical to the success of the program.

SECTION 4. SUPERVISORY RESPONSIBILITIES

1. Responsibility for the direction or supervision of employees: (YES or NO)
2. _____ Full-Time _____ Part-Time _____ Temporary _____ Casual _____ Students
number number number number number
3. Highest classification of employee supervised: _____
4. Nature of supervision exercised ("X" the appropriate description(s) and explain below)
(a) Hires [] (b) Recommends [] (c) Interviews [] (d) Trains [] (e) Evaluates Performance []
(f) Motivates [] (g) Disciplines [] (h) Assigns and Distributes Work [] (i) Other []

SECTION 5. SUPERVISION RECEIVED

What degree of supervision, direction or guidance does this position receive? Check the appropriate box.

- Detailed verbal/written instruction
- Standard practices, occasional referral to supervisor
- Considerable independence in choosing methods used to complete well-defined projects
- Significant independence in establishing practices and procedures and maintaining objectives
- Administrative guidance governed only by University policies and goals

SECTION 6. CONTACTS AND RELATIONSHIPS

<u>TITLE OF CONTACT</u>	<u>FREQUENCY</u>	<u>REASONS</u>
A. INTERNAL <i>(e.g. Deans, Admin. Assistants, etc.)</i>		
	<i>(Daily, monthly, regularly, etc.)</i>	<i>(To get information,</i>
Director of Libraries &	regularly	Content & priority of work. Plan, strategize evaluate activities
Director of Development	regularly	Oversight, direction and collaboration
Staff in Libraries	regularly	Secretarial & administrative support
Staff in Department of Development services	regularly	Collaborate on & obtain development
Staff in Dept of Advancement Services services	regularly	Collaborate on & obtain advancement
Stewardship Officer	regularly	Stewardship services
Development Assistant	regularly	Development assistance & support
Faculty in Libraries development	as needed	Obtain information related to initiatives
Vice-President (External)	as required	Reporting
B. EXTERNAL <i>(e.g. Govt. Agencies, Suppliers, Professional Organizations, Journals, Publishers, the media, the community, etc.)</i>		
Other universities in Canada & USA	as required	Receive and share information
Corps, Foundations, Organizations, etc	regularly	Cultivate and solicit
Volunteers	regularly	Supervise and oversee development service
Alumni, donors, prospects steward	regularly	Provide &/or gather information, cultivate,

SECTION 7. EQUIPMENT USED

(List only those major items that would contribute to an understanding of the complexity of the position and the percentage of time spent using them.)

<u>TYPE OF EQUIPMENT</u>	<u>PURPOSE IT SERVES (IF NOT OBVIOUS)</u>
Audio visual	For presentations
Personal Computer& mainframe terminal	To access records & generate reports
PC as connection to mainframe data	
Word processing	

SECTION 8. INDEPENDENCE OF ACTION

1. What decisions/actions does the incumbent make/take on own initiative? Give examples.
-Works independently to develop, plan and implement fundraising initiatives; determine prospective donors; approach agencies and foundations. Receives oversight from Director of Development as required.

2. What decisions/actions does incumbent share with others? Give examples.
-Incumbent is responsible for achieving the annual plan and meets with the Director of Libraries and the Director of Development on a regular basis to monitor progress, at which time adjustments are agreed upon.

3. What decisions/actions does the incumbent refer to others? Give examples.
-Donations from planned giving commitments that require special institutional approval or anything that may have financial implications for the Department of Development or the University.

SECTION 9. WORKING CONDITIONS FOR THE POSITION

In describing working conditions, assume a reasonable match between the incumbent and this position and address the question: How would most people describe these conditions?

1. Physical Effort
Provide examples of following types of physical effort, showing how much, how long, how often.
Lifting material:
Stretching, pulling, pushing:
Moving material:
Climbing, walking:
Working in awkward positions or circumstances:
Sitting or standing:
Manual dexterity:
Other:

2. Physical Environment
Office air tends to be stale.

3. Sensory Attention
Analysis of fund-raising statistics requires a considerable amount of concentration. Daily, but for short periods of time. Annually on a more in-depth basis. Strong attention and listening skills when meeting with prospects.

4. Mental Stress
Irregular work hours – weekly
Pressure of reaching fund-raising goals - continuous
Working with volunteers is demanding
Techniques and preparation of written resource material requires constant creativity - continuous

What control do you have over your work pace? Explain:

Responsibility for developing and implementing an annual development plan for the libraries, collaborating with the Director of Development, and reporting to the Director of Libraries.

Is the nature of your job repetitive? Explain:

NO

Is your lifestyle disrupted by work schedules or travel requirements? (Show how much, how long, how often).

- Working with volunteers requires early morning, noon and evening meetings
- Occasional travel is required for conference/professional development; travel is required to talk to major donors/leadership donors

SECTION 10. QUALIFICATIONS

NOTE: This section is to be completed as if the position were vacant, as it is used when preparing a position vacancy. The qualifications required in Section 10 must be consistent with the key responsibilities and duties assigned in Section 3. For example if Section 3 has assigned accounting responsibilities, then Section 10 must include a corresponding level of accounting training or experience. This will vary with the level of position from bookkeeping knowledge or experience to formal accounting designations.

MINIMUM FORMAL EDUCATION/TRAINING REQUIRED:

A university degree in a related field is required. An equivalent combination of education and experience may be considered

EXPERIENCE:

At least five years experience in fundraising, with an emphasis on major gifts solicitation is required. Experience with library fundraising is an asset. A proven record of successful fundraising is required. Successful experience working with the public is required. Experience in public speaking and making presentations is required.

SKILLS:

Basic skills with the current version of Microsoft Word and spreadsheet applications required. Experience creating PowerPoint presentations is required.

ABILITIES:

Excellent verbal and written communication abilities are essential. Demonstrated organization skills and the ability to work independently are essential. Demonstrate ability to guard confidentiality.

PHYSICAL REQUIREMENTS:

Physically capable of performing the duties as assigned. The position requires extensive travel; a valid driver's license and access to an automobile is essential.

OTHER JOB RELATED QUALIFICATIONS THAT MAY BE PREFERRED:

Evidence of satisfactory work record.

SECTION 11. SIGNATURES

I have read and understand this description of my position:

Employee	Date
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APPROVALS

Immediate Supervisor	Date
----------------------	------

Department Head or Grantee	Date
----------------------------	------

Dean, Director, or Head of Administrative Unit	Date
--	------

MU Libraries Position Description

Title: **Director Development Fund, Position number c41202**
Working Title: Director of Development – MU Libraries
MU Libraries - Administration
Reports to: Director, MU Libraries

I. Summary Description

Direct and provide services in assessing, cultivating, soliciting, and providing stewardship to MU Libraries major and prospective donors.

II. Description of Duties

% Time A. Regular Duties

- % 1. In conjunction with the Libraries' Director, establish annual and campaign plans, goals and objectives for the Libraries development program and operating plans designed to facilitate achievement of these goals and objectives.
- % 2. Plan and execute major donor assessment, cultivation, solicitation and stewardship calls at the level of at least 250 annually.
- % 3. Assist and manage the operational details and implementation of policies, programs and techniques to raise private funds from alumni, friends, corporations, foundations and estates.
- % 4. Recruit, organize, supervise and motivate volunteer leaders to serve on development boards, committees and campaign organization for the purpose of raising private funds for the Libraries.
- % 5. Administer and supervise the daily activities of the development office in areas of budget, gift receiving (non-value) and management, donor research and relations, and volunteer leadership training.
- % 6. Develop and draft case statements, proposals, and solicitation appeals for use in fund raising.

Supervision Received

Direction is received from the Director of the Libraries and the Assistant Vice Chancellor for Development.

Supervision Exercised

Administrative supervision may be exercised over an assistant with duties in development and public relations. Administrative and/or functional supervision may be exercised on a shared basis over one or more office support staff. Functional supervision may be exercised over numerous part-time volunteer staff.

Qualifications

Bachelor's degree. 4-5 years in higher education fund raising management and alumni/volunteer relations management is necessary.

Preferred Qualifications

Experience in fundraising in an academic research library environment.

Major or significant coursework in communications, public relations, marketing or similar areas.

Demonstrated oral and written communications skills.

Demonstrated group presentation skills.

Demonstrated donor research skills.

Salary Range: \$42,595 - \$77,652

Special Notes: 40%-50% traveling.

Created: October 2000

c41202

EFFECTIVE DATE: 1 July 2005
REVISED:

Name:
Functional title: Director of Communications and Development

PRIMARY FUNCTION: The Director of Communications and Development will provide leadership, direction, and coordination for internal and external communications, fundraising and gifts, and staff development for the Heard Library. With guidance and direction from the University Librarian and the Head of Public Services, this position will work collaboratively with library staff, donors and the campus community to develop and maintain a coherent, shared vision and direction for the Heard Library.

MAJOR DUTIES AND RESPONSIBILITIES:

The Director will work in conjunction with the Head of Public Services to accomplish the fifth goal of the Library's 2005-2010 Strategic Plan, "Communications with Users." S/he will also work with system-wide teams to accomplish the staff development and communications goals. S/he will serve as a member of the Library's Strategy and Planning Council.

The Director will create, implement and evaluate a **publicity plan** for the Library to improve communication between our stakeholders and the Library and to make staff more aware of our users' needs and perceptions. S/he will work with a Communications Team to determine if a marketing plan is warranted. S/he will write and distribute the biweekly staff newsletter, the Monthly Report of the Office of the University Librarian and the minutes of the Library Management Council and the Faculty Library Committee, and provide oversight for other internal staff communications, including the Staffweb.

S/he will create, implement and evaluate a **development plan** for the Library to increase Library funding and to support special programs designated by the University Librarian. The Director will identify and cultivate potential donors for a future building program. S/he will provide oversight for the *Acorn Chronicle*, the Heard Library Society and the Friends of the Library. S/he will work closely with Special Collections to cultivate donors, solicit in-kind gifts, and steward donors to that department.

S/he will develop programs to train staff to improve their work-related skills as well as improve their working lives. We will make the Library a learning organization in which staff acquire new skills at an increased pace to keep current with technological change. At the same time, the **staff development program** will create opportunities for staff to come together to encourage collaboration across the libraries.

Supervisory Responsibilities:

The Administrative Assistant for Development will report to the Director. S/he will also direct a communications team and a staff development team to plan and implement those projects.

Budgetary Responsibilities:

The Director of Communications and Development works with the development team of Arts & Science to administer a development budget. She also administers the Friends of the Library budget.

COMMUNICATIONS:

Internal: Frequent contact with various departments, staff, and faculty members to exchange information. Tact and discretion are often involved.

External: Frequent contact with journalists and donors outside of Vanderbilt University to provide information. Tact and discretion are always involved.

Student/Faculty/Patron: Frequent contact with students, faculty, and library patrons to solicit input on needed services and service satisfaction. Communication of library programs and services must be effective.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job-related tasks other than those specifically presented in this description.

Evaluation Forms

**UNIVERSITY ADVANCEMENT
PERFORMANCE FEEDBACK SYSTEM FOR
ADMINISTRATIVE AND PROFESSIONAL STAFF**

The Performance Feedback System for administrative and professional staff is designed to assist supervisors and employees in their performance feedback discussions. Performance expectations should be discussed and mutually understood by the supervisor and the employee, and should be directly related to major results and performance dimensions. The established performance expectations are the benchmarks for determining the employee's performance during the review period.

Name:

Supervisor:

Position Title:

Length of Time in Current Position:

Review Period: From: To:

Supervisor Signature _____

Employee Signature _____

PERFORMANCE EXPECTATIONS PLANNING WORKSHEET

Identify the major results that you have achieved over the past six months in direct relation to your job duties/responsibilities as well as those that you expect to accomplish in the next six to twelve months. Please be specific by including actual fundraising dollar totals, participation percentage figures, and other data that will support your activities. Your comments will help facilitate the discussion of your performance evaluation along with your goals and objectives.

- A. Please list the significant accomplishments that you have achieved over the past six months.
- B. What are the major results to be achieved in the next 6-12 months? Be as specific as possible in identifying the major results.

<u>DIMENSIONS/BEHAVIORS</u>	Consistently Exceeds Expectations	Often Exceeds Expectations	Meets Expectations	Approaches Expectations	Does not Meet Expectations	Comments (Briefly describe key rationale)
LEADERSHIP						
- Sets high expectations						
- Leads by example						
- Committed to thorough implementation						
- High ethical standards						
- Challenges status quo						
TEAMWORK						
- Creates positive atmosphere with others						
- Builds upon ideas to improve results						
- Team player – not team owner						
WORKING RELATIONSHIPS						
- Establishes productive relationships with peers, admin., donors, alumni						
- Anticipates impact of decisions on others						
JOB KNOWLEDGE						
- Possesses learning orientation						
- Possesses state of the art knowledge						
- Conscientiously keeps knowledge current						
PLANNING & PROBLEM SOLVING						
- Forward thinking; well organized						
- Effectively deploys resources						
- Makes sound decisions on timely basis						
ADMINISTRATION						
- Details are managed with excellence						
- Deadlines adhered to						
- Timely follow-up on requests						
COMMUNICATION						
- Effectively and concisely conveys appropriate information either verbally or in writing						

Budgets

Development Budget

	Actual Fiscal Year 05*	Proposed Fiscal Year
06		
Travel		
Development calls	\$ 5,687	\$ 10,000
Professional development	\$ 4,300	\$ 7,000
Postage	\$ 921	\$ 1,200
Telephone	\$ 240	\$ 500
Photocopies	\$ 200	\$ 500
Printing	\$ 5,143	\$ 7,000
Supplies/Services	\$ 1,866	\$ 3,000
Dues	\$ 85	\$ 150
Development Events	\$ 11,600	\$16,000
Miscellaneous	\$ 100	\$ 1,000
Public Relations/Marketing	\$19,009	\$25,000
TOTALS	\$49,151	\$71,350

*As of April 21, 2005

Purdue Libraries Advancement Budget

FY 2005-06

	Printing	Mailing	Photo-graphic	Food	Supplies/ Rental/ honorarium	Hotel/ airfare/ car rental	Budget Total
Publications and marketing							
Newsletters (2)	30,000.00	12,000.00	1,000.00				43,000.00
Campaign materials	2,000.00		1,500.00				3,500.00
Libraries general brochures	3,000.00		500.00				3,500.00
Miscellaneous printing (notecards, bookmarks, etc.)	4,000.00						4,000.00
subtotal							54,000.00
PR and Development Events							
State Fair	50.00				1,429.68		1,479.68
Homecoming	50.00			50.00	2,655.95		2,755.95
Chicago Purdue Day	50.00			500.00	1,650.00		2,200.00
Distinguished Lecture Series							
1. First Man Lecture and Reception	1,000.00	250.00	200.00	1,200.00	500.00		3,150.00
2. Spring lecture	1,000.00	250.00	200.00	1,200.00	10,000.00		12,650.00
William Latta Exhibit Reception	200.00	200.00		800.00	100.00		1,300.00
PFDA Exhibit and Reception	200.00	200.00	200.00	1,200.00	500.00		2,300.00
Library Scholars Grants Luncheon	200.00	100.00		1,500.00	250.00		2,050.00
Women of Purdue	200.00	50.00	150.00	500.00	100.00		1,000.00
Jack Albright Reception	250.00	50.00	100.00	300.00			700.00

Purdue Libraries Advancement Budget

FY 2005-06

	Printing	Mailing	Photo-graphic	Food	Supplies/ Rental/ honorarium	Hotel/ airfare/ car rental	Budget Total
Coffee shop grand opening		300.00	200.00	500.00	500.00		1,500.00
Event momentos BGR, State Fair, Homecoming, Grad Student Fair, Coffee Shop opening					4,000.00		4,000.00
subtotal							35,085.63

Purdue Libraries Advancement Budget

FY 2005-06

	Printing	Mailing	Photo-graphic	Food	Supplies/ Rental/ honorarium	Hotel/ airfare/ car rental	Budget Total
Development							
Mailing							
Lapsed donors	1,500.00	500.00					2,000.00
Additional mailing TBD	1,500.00	500.00					2,000.00
Honor and Remember	1,200.00	250.00					1,450.00
Thanksgiving card	2,500.00	500.00					3,000.00
subtotal							8,450.00
Donor Recognition							
Dean's Club Plaque plates					500.00		500.00
Tokens of appreciation (books)					500.00		500.00
subtotal							1,000.00
Major Gift activities							
Dean's Advisory Council	200.00		200.00	3,500.00	2,000.00		5,900.00
Entertainment							
Football games & buffets				1,200.00	24,000.00		25,200.00
Meals with donors				4,000.00			4,000.00
Bowl game						4,000.00	4,000.00
Travel							
						8,000.00	8,000.00
subtotal							47,100.00

Library Gift Materials Policies

	Online Library Catalogs	Online Research Resources	Library Services	Library Help	Site Map/Search	Home
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University Library *Office of Collections*

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Library Administration
Home
Collections
Policies & Planning
Committees
Gifts
Tools & Forms
Contacts
Site Map
Search this website: <input type="text"/>
<input type="button" value="GO"/>

GIFTS POLICIES & PROCEDURES

This policy and procedure is intended to address donations of print, non-print and related gifts of both general and special nature. It does not address the specialized requirements of manuscripts and archives. The University Archivist and other specialists, such as the Librarian for the Illinois Historical Survey, must be consulted when dealing with manuscript and University collections.

The University of Illinois Library actively seeks gifts-in-kind to help provide additional materials that might not otherwise be available to users. Gifts to the Library benefit students and researchers at The University of Illinois at Urbana-Champaign and thousands of researchers and citizens throughout Illinois, the nation and the world. Responsible stewardship of gifts of material to the Library collection is as important to the general vitality of our Library as are the purchases we make. In addition, the Library is able to develop important friendships with donors, who often continue to find ways to enhance our Library and its collections and services.

RESPONSIBILITY & GUIDELINES FOR ACCEPTING GIFTS

The subject specialist or the AUL for Collections makes the decision to accept individual items as gifts for addition to the UIUC Library collection. When gifts are sizable (e.g. more than 250 items) or potentially rare or valuable (over \$1,000), the University Librarian, the Library Development Office, and the Rare Book and Special Collections Librarian must be notified also. When gift collections include up to 250 items, the subject librarian should consider discussing space and processing issues with the Office of Collections. Where gifts are archival or manuscripts materials, the University Archivist also must be notified. The Significant Gifts Review Committee reviews large or potentially rare and valuable gifts, and makes recommendations to the University Librarian in accepting these kinds of gifts. The Rare Book and Special Collections Librarian, the University Archivist and the AUL for Collections can advise on the significance of gifts to our collections, and should be consulted if there is any question about the donation.

In general, the Library does not accept or add to our collections items that have the following characteristics:

- items that are in poor physical condition
- off-prints of journal articles or book chapters
- programs for conferences that list only dates, times, and speakers, but do not include the papers presented or the abstracts of papers

There are other materials that should receive careful consideration, as they are items we typically would not accept. Some examples include:

- outdated college-level textbooks
- mass market paperbacks
- and duplicate copies of items already owned by the University Library

Off-prints of journal articles and book chapters authored by UIUC faculty (past and present) should be referred to the University Archives. Over the course of many years, colleges, departments and faculty have purchased material with University money and these items have bookplates that identify them as part of the University of Illinois Library . These items are routinely returned to the Library when campus faculty and staff clear out offices. These materials may be added to the Library collection or shared with other state-supported libraries in Illinois , but may not be sold at a book sale or otherwise bartered.

Donated items that are not added to the collection will go into the University Library book sale, or may be made available to other state university libraries in Illinois . The AUL for Collections may also contract with an out-of-print dealer to sell collections, with proceeds going into the Library Book Sale fund in the collections budget. Cohesive collections may not be given away or sold until two years have passed since the acquisition of the gift, according to IRS regulations.

APPRAISAL OF DONATIONS

Potential donors must be advised that UIUC librarians cannot make a monetary appraisal of donated materials, because such an appraisal constitutes a conflict of interest. The AUL for Collections and the Rare Book and Special Collections Librarian can suggest outside agencies that potential donors may contact for an appraisal. In addition, donors can be advised that many services exist on the internet that may help them place a value on their donations. The AUL for Collections, the Acquisitions Librarian or the Rare Book and Special Collections Librarian can provide current suggested sites and work with the donor as needed to guide him or her through the appraisal process. *[provide a link to the Collections web site and a list of places to identify appraisers as well as general information on how donors can develop their own appraisals for gift less than \$5,000.]*

Although the Library does not provide appraisals of gifts in kind, the University does require an inventory of all gifts that are accepted for our collection, including an assessment of the value of the gift. For the many gifts that come to the Library in small lots, the Library Business Office uses a formula annually to account for the added value to the Library collections. For gifts that require a Deed of Gift, the AUL for Collections, in consultation with subject specialists, supplies an approximate assessed value.

In most circumstances, donors are responsible for sending gifts to the Library. In certain cases, the Library will pay for packing and shipping of gift items. These arrangements should be made through the Library Business Office, which works with the campus to identify the most cost-efficient and effective carrier for the donation. The AUL for Collections and the Rare Book and Special Collections Librarian can advise on situations when these costs should be borne by the Library.

DISPOSITION OF GIFT MATERIALS

Regardless of the size of the gift, it is the responsibility of the librarian working with a donor to advise him or her that any material not added to the collection may be placed in the library book sale, sold to dealers, shared with other state university libraries, or otherwise disposed of. Selectors should *not* agree to return donations that are not selected by the Library, nor should they agree to add items to the collection without consultation with the subject librarian. The University Archives is the exception to this rule, where donors are routinely told asked to indicate whether items should be disposed of or returned.

ACKNOWLEDGEMENTS

Donors are to be sent written acknowledgements in a timely fashion, unless they specifically request that no acknowledgement be made. Donors frequently use acknowledgements for tax purposes – this expectation along with the development of good donor relations requires that acknowledgements be made as soon as possible after a gift is received. For smaller gifts, the subject librarian or receiving unit may use the Gifts Receipt form to provide written documentation for the donor as well as the Library. The subject librarian may also choose to write an acknowledgement letter containing the same kind of information that is found on the form, including a listing or count of the donation, the date the items were received, information about the possible disposition of the material, and income tax issues. Acknowledgements should include a description of the material that has been donated, including quantity. The Office of the Director of Development and Public Affairs must be notified of all gifts accepted, and given a copy of any acknowledgement letters, as well as details of any agreements made with the donors. It is not necessary to provide

the Office of Collections with a copy of acknowledgements, as this Office works closely with the Development Office on gifts. The AUL for Collections will notify the Director of Development and Public Affairs of materials accepted through his/her office.

DEEDS OF GIFT

The Deed of Gift is a document that conveys the gift material to the Library without any encumbrances, including copyright or ownership issues. It spells out any terms or conditions of the gift and provides a clear title to the material. If a gift is potentially valued at \$5,000 or more, a Deed of Gift is required. The Library Development can prepare these Deeds of Gift. For more information, check the Office of Collections Gifts web site. [<http://www.library.uiuc.edu/administration/collections/gifts>]

The unit accepting a gift that requires a Deed must notify the Library Development Office of the gift at the time the gift is accepted. In addition, the receiving library can work with the donor to identify an appropriate appraiser (contact the AUL for Collections, the Rare Book and Special Collections Librarian, or the University Archivist, as appropriate, for help in identifying appraisers.) The Library Development Office is responsible for issuing the Deed of Gift, in consultation with the University Librarian, the AUL for Collections and the Library faculty member in charge of the unit where the collection be will located. The Library Development Office keeps the master files on these gifts.

ACCEPTING SIGNIFICANT COLLECTIONS

Significant collections are identified as ones that have at least one of the following physical characteristics:

- are physically voluminous (over 100 items)
- have potentially significant financial value (over \$1,000 for a single item or over \$5,000 for the collection as a whole)
- are rare items
- are in need of individualized physical processing or specialized conservation work.

The Library has the obligation to our donors and to our collections to house, process, and conserve these materials in an appropriate manner. The Library also has the obligation to ensure that the collection fits the intellectual, curricular and scholarly foci of the University.

Whenever a significant collection is being considered for acquisition by the Library, it must be reviewed by the Significant Gifts Review Committee. This *ad hoc* group reports to the University Librarian and includes representatives of the following units: Preservation, Library Development, University Archives, Rare Book & Special Collections, Office of Collections, and subject

specialists as indicated by the contents of the gift. The Review Committee is responsible for assessing the handling and impact of the gift as it relates to the following areas:

- does the gift fit our collections intellectually?
- does the Library have the space to house the gift, from initial storage to final processing?
- does the Library have the staff and ancillary resources to process the gift in a timely fashion?
- does the gift require conservation, reformatting, or other significant preservation treatment?
- has the appropriate Deed of Gift and preliminary development work been arranged with the Library Development Office, including discussions on possible funding for processing and conservation?

Following review by the ad hoc committee, a recommendation will be made to the University Librarian and the AUL for Collections or University Archivist about the disposition of the offered gift.

PRESERVATION AND CONSERVATION CONCERNS FOR GIFT COLLECTIONS

Generally, the Library will not accept or accession any item that is infected with mold or an active pest infestation of any nature. Individual items and collections that exhibit any signs of mold and/or pest infestation (holes or chewed material, eggs and egg casings, live or dead insects, insect frass, mammals and their droppings, etc...) shall be evaluated by the Head of Preservation.

For Individual Items and Gifts – Please refer to the following website for a copy of the Preservation and Conservation Departments' *Preservation Processing Policy for Gifts and Newly Acquired Older Materials*:

http://door.library.uiuc.edu/prescons/policies_and_procedures.htm.

For Large Collections – The Preservation and Conservation Departments' *Preservation Processing Policy for Gifts and Newly Acquired Older Materials* (link above) applies. For collections that exhibit significant damage or infestation that are crucial to the library's mission, the Library will consider approaching the donor for supplemental funds to assist in treating and processing the collection. If no supplemental funds are available, the Significant Gifts Review Committee will re-evaluate their recommendation for accepting the gift.

For Rare and Valuable Items – The Preservation and Conservation Departments' *Preservation Processing Policy for Gifts and Newly Acquired Older Materials* (link above) applies. For collections that exhibit significant damage or infestation that are crucial to the library's mission, the Library will consider approaching the donor for supplemental funds to assist in treating and processing the

collection. If no supplemental funds are available, the Significant Gifts Review Committee will re-evaluate their recommendation for accepting the gift.

Approved September 2001

Revised March 2004



University of Illinois at Urbana-Champaign
Library Gateway Homepage
Library Administration
Comments to: Library Administration
Wednesday, 17-Aug-2005 14:12:32 CDT

POLICY ON ACQUIRING VALUE GIFT MATERIAL

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- 1.0 Scope of Policy
- 2.0 General Policy
- 3.0 Evaluating Gifts
- 4.0 Intake of Gift Materials
- 5.0 Processing and Disposition of Gifts
- 6.0 The Value of Gifts and Compliance With Tax Laws

1.0 SCOPE OF POLICY

- 1.1. This policy applies to all value gift materials offered to the MU Libraries. It does not apply to University Archives.
- 1.2. Value gifts are defined as gifts of tangible personal property that has a determinable value. In the context of this policy, gifts are understood to be books, periodicals and other classes of material that are regularly collected by the MU Libraries and that will enhance the collections. (Sample issues of journals and other materials sent to the Libraries for promotional or public relations purposes are not covered by this policy. The policy also excludes free subscriptions which are sent directly to the Acquisitions Dept. on a regular basis by the publisher or society responsible for the publication.)

2.0 GENERAL POLICY

- 2.1. The MU Libraries have benefited from the acceptance of many valuable and useful gifts for the Libraries' collections. Such gifts enhance the Libraries' ability to support teaching and scholarship, as well as providing opportunities to establish strong relationships with donors and other friends of the Libraries. It is therefore in the best interests of the Libraries to maintain a program for the acceptance, acknowledgment, and processing or disposition of value gift materials.
- 2.2. Because gift materials have a potential impact on space and on staff resources, and therefore can represent a cost to the Libraries, it is necessary to establish policies to regulate the way in which we deal with gifts in the Libraries.
- 2.3. The complexity of the issues suggests the need for considerable flexibility in addressing gift situations. In all circumstances beyond the routine, the Director of Libraries will make the final decision to accept gift material and determine any conditions related to such acceptance.

3.0 EVALUATING GIFTS

- 3.1. The Libraries welcome gifts. However, certain categories of gifts cannot be accepted, either

- because they will provide little benefit in return for the cost of processing them, or because they present potential legal or ethical difficulties.
- 3.2. The Libraries will not accept issues of popular magazines, issues of academic journals that the Libraries already hold, or items in poor physical condition (e.g. moldy or insect-infested items, extremely brittle items, books coming loose from their bindings, books with many heavily marked pages, etc.)
 - 3.3. Issues of journals from personal subscriptions will not ordinarily be accepted. (At the Libraries' discretion they may be accepted to fill in for damaged issues or issues missing from the Libraries' subscription.) The Libraries will not accept an offer from an individual to subscribe to a publication at the personal subscription rate and donate the issues to the Libraries. Under certain circumstances, the Libraries may accept gifts of back volumes of journals as a unit, provided this is allowed by the publisher of the journal.
 - 3.4. In order to assure compliance with copyright law, the libraries may not accept donations of "home-made" recordings of broadcasts, cable transmissions, or live theatrical or musical performances or "home-made" reproductions of recordings or of pictorial material. Lawfully produced recordings made with the express permission of the performers and authors/composers/artists may be accepted. Gifts of non-commercial recordings must be accompanied by written confirmation that these permissions have been given.
 - 3.5. Materials that are distributed under license—most often software or databases—will only be accepted if accompanied by a print copy of the license and if the license allows transfer of ownership and typical library use.
 - 3.6. Mixed materials—for example, a book accompanied by materials in machine-readable format—will require evaluation of any restriction applying to the machine-readable component. The library may be able to retain the printed material, but be unable to accept the machine-readable component due to license restrictions or the obsolescence of the equipment used to view the material.
 - 3.7. The Libraries will generally not add to its collections materials which do not support the current curriculum of the campus or that will not further the teaching and research mission of the University.
 - 3.8. In general, the Libraries reserve the right to consider the tradeoffs between the investment in library resources needed to accept and process a gift, and its potential benefit to the Libraries. Factors such as the space needed to house the collection and the staff resources required to process it can affect the final decision.
 - 3.9. Donors who offer collections which the Libraries do not accept may be advised to offer their collection to the public library or other more appropriate recipient.

4.0 INTAKE OF GIFT MATERIALS

- 4.1. The Acquisitions Dept. has responsibility for coordinating the intake of gift materials, whether they are offered in advance or are brought to the Libraries without prior arrangement. The Acquisitions Dept. works closely with the Libraries' Development Officer, the MU Development Office, the Assistant Director of Libraries, selectors, other Technical Services departments, and others to insure that gifts are processed efficiently and acknowledged appropriately.
- 4.2. Any unit in the Libraries may be approached by persons who have materials they wish to give. All public services desks, the Library Administration office, and the Acquisitions Dept. will be provided with information sheets to help answer questions from prospective donors.
- 4.3. No restrictions or conditions for acceptance of gifts (including but not limited to disposition, location, use, circulation, etc.) will be agreed to unless such conditions are accepted by the Director of Libraries.
- 4.4. Subject selectors in the various disciplines collected by the Libraries have the responsibility to evaluate gifts for possible addition to the collections. In addition to the suitability of the content, selectors should consider the physical condition of the gift, potential processing costs, and availability of library space in their recommendation. The Libraries' Development Officer may advise of any donor relations issues associated with a particular gift.
- 4.5. The Acquisitions Dept. is responsible for establishing and maintaining procedures by which selectors can regularly review gift materials and indicate which should be added to the collections.
- 4.6. When the Libraries receive large collections of gifts devoted to specific subject areas, the Acquisitions Dept. may shelve the collection separately and ask selectors to review the collection all together, rather than use the regular review procedures.
- 4.7. Some gift materials may be given directly to branch libraries. In those instances, the branch selector may send the materials to Acquisitions with instructions about whether the materials should be added. This would preclude the need for these gifts to be sent through the regular review process. (Gifts received directly at the Health Sciences Library are fully processed there and are not sent to Acquisitions.)
- 4.8. Pickup of Gift Material
 - 4.8.1. The Libraries are not responsible for picking up gift materials and delivering them to the Libraries. Donors will need to make their own arrangements.
 - 4.8.2. Donors may sometimes request that the Libraries pick up gift materials from a home or office. Such requests should be evaluated either by telephone or through a site visit, before the Libraries agree to make an exception and commit resources for this purpose. The

evaluation should consider the size and subject focus, if any, of the collection, where it is located, and whether it contains a high proportion of materials which, by policy, the Libraries do not typically accept. The Director of Libraries or the Development Officer may know of other circumstances which need to be considered. Decisions to pick up materials should be made through consultation with the appropriate subject specialist or the Collection Development Librarian, the Administrative Services Division, and the Development Officer.

4.8.3. The Libraries are sometimes offered important and/or valuable gift materials which are located outside the Columbia area. Terms and arrangements for the transport of such materials will be negotiated on a case-by-case basis.

5.0 PROCESSING AND DISPOSITION OF GIFTS

5.1. Acknowledgement of Gifts

- 5.1.1. The Libraries acknowledge all gifts, whether added to the collections or not. This is in addition to the acknowledgements done by the University Development Office.
- 5.1.2. Each donor of library gift material is asked to fill out a gift receipt form to provide information upon which an acknowledgement can be based.
- 5.1.3. The Acquisitions Dept. is responsible for forwarding information about donations of library materials to the University Development Office and the Libraries Development Office in a timely fashion. The Libraries Development Office keeps records of all gifts.
- 5.1.4. The Acquisitions Dept. reports annually the number of gifts added to the collections.
- 5.1.5. Publicity for outstanding gifts is coordinated by the Director of Libraries. He/she may summarize significant gifts in the MU Libraries Annual Report.

5.2. Identifying Gifts in the Collections; Cataloging Gifts

- 5.2.1. It is not standard procedure to bookplate gift materials. However, if requested by the donor or if deemed appropriate by the Libraries, bookplates can be applied.
- 5.2.2. There are a number of possibilities for identifying gifts using MERLIN records. Notes or codes can be included in item records to facilitate future counting and tracking of gifts, both generally and those in particular collections. If information about particular gift collections needs to be viewable by patrons, special notes and/or added entries can be placed in the bibliographic record. Given the staff resources needed to do this, such notes and/or added entries will be included only at the request of the Director of Libraries.
- 5.2.3. Gifts which are selected for the collections enter the regular cataloging workflow and are subject to the same priority-setting processes as other materials awaiting cataloging.

5.3. Disposition of Gifts

- 5.3.1. Gifts not selected for the collections will be disposed of in the most appropriate way.
- 5.3.2. The Libraries do not search for other potential recipients for gift materials which the Libraries cannot use.
- 5.3.3. The Libraries cannot inform donors whether their gifts have been selected for the collections, nor can they inform donors when their gifts have been cataloged.

6.0 THE VALUE OF GIFTS AND COMPLIANCE WITH TAX LAWS

6.1. Statements Concerning the Value of Gifts

- 6.1.1. When contacted about gift materials, the Acquisitions Dept. should determine at the time of the donation whether the donor wishes an evaluation for tax purposes.
- 6.1.2. The establishment of the gift's value for tax purposes is the responsibility of the donor. The Library, as an "interested party" by law cannot provide an appraisal or pay for such appraisal.
 - 6.1.2.1. If the donor wishes an appraisal of the gift, the Acquisitions Dept. may supply the names of qualified professional appraisers.
 - 6.1.2.2. When the value of the gift is nominal and does not warrant the cost of a professional appraisal, the Libraries may suggest general guidelines or provide such tools as auction records which the donor can use in determining his own evaluation.
 - 6.1.2.3. The Libraries will not prepare lists of what the donor has given.
 - 6.1.2.4. The acceptance of a gift which has been appraised by a disinterested party does not imply endorsement of the appraisal by the Libraries.

6.2. Compliance With Tax Laws

- 6.2.1. MU Libraries act in full compliance with all federal and state tax laws, especially the relevant provisions of the federal Tax Reform Act of 1984 (P.L. 98-369), relating to "Non-cash Charitable Contributions." Under this Act, all non-cash donations valued in excess of \$5,000 require specific actions by the donor and the donee:
 - 6.2.1.1. A qualified appraisal must be made and must be filed with the donor's income tax return. (The Libraries must receive a copy of the detailed appraisal in these cases. The donee cannot pay for this appraisal.)

- 6.2.1.2. The Libraries, as donee, must provide a formal acknowledgment of the gift (IRS form 8283) and must provide a formal accounting to the IRS (IRS form 8282) and to the donor (a copy of IRS form 8282) of the disposition of gifts held two years or less.
- 6.2.1.3. In order to comply with the provisions of this Act, MU Libraries must make special conditions for potential gifts and gift collections known or estimated to be valued in excess of \$5,000. These conditions go beyond conditions in force elsewhere in this policy for gifts of lesser value. These conditions apply to the donation of (a) a single gift valued in excess of \$5,000; (b) a gift collection valued in excess of \$5,000; or, (c) gifts over the course of any single tax year that, taken together, constitute a donation of \$5,000 or more.
- 6.2.1.4. MU Libraries require an itemized appraisal by a “qualified appraiser” (according to the provisions of the act) that includes the Donor Identification Number for all gifts in categories a, b, or c above.
- 6.2.1.5. After examining the appraisal and/or the collection or both, MU Libraries may accept or reject the donation. If MU Libraries accept the donation, they will either add the item(s) to their collection or they will abide by the code and notify the IRS of any disposal within the two-year time period.
- 6.2.1.6. The MU Libraries Development Officer will retain the itemized appraisals for two years from the tax year in which the donation was made. This provision applies whether the donation is added in whole or in part.
- 6.2.1.7. For all gifts added to the collections from the categories named above, a note will be placed in the MERLIN item record containing the date on which the donation was accepted. Gifts in these categories will not be discarded during the two years after that date. Gifts in these categories which are accepted but not added to the collections will be marked with the date of acceptance and retained for two years before disposition.
- 6.2.2. All provisions of this section are subject to revision based on the Act itself and its interpretation by the Director of Libraries.

Approved by Library Council:
 Approved by Director of Libraries:
 Revised
 Drafted
 Approved by Library Council
 Revised
 Approved by Library Council

May 12, 1983
 May 17, 1983
 December 19, 1985
 October 3, 1991
 November 18, 1991
 February 16, 2004
 June 10, 2004



University of Saskatchewan Library

GIFTS-IN-KIND — Guidelines for Donors

Revised September 2006

Part I — Guidelines

1. Preamble

The collections of the University of Saskatchewan Library, a member of the Association of Research Libraries (ARL) and of the Canadian Association of Research Library (CARL), are continually in development. The collections have been built from many sources and have always been enriched by gifts-in-kind.

2. Definitions

2.1. Gifts-in-kind to the Library are usually books, journals and other types of traditional library material.

- A simple gift-in-kind to the Library is one that does not require appraisal and tax receipt as a charitable donation.
- A charitable donation gift-in-kind to the Library is one that requires appraisal and tax receipt as a charitable donation and which must comply with: the regulations of the Canada Revenue Agency (CRA); the policies of the University of Saskatchewan; and the conditions of the University of Saskatchewan Library.

2.2. A gift is defined by the Income Tax Act as a voluntary transfer of property without expectation of return. The following three conditions must be met:

- The property is transferred from the donor to the registered charity;
- The transfer is voluntary;
- The transfer is made without benefit to the donor or designate.

2.3. The University of Saskatchewan is a registered charity under CRA. As such, the University is compelled to comply with CRA regulations and the Income Tax Act in accepting, handling and reporting charitable donations.

3. Guidelines

3.1. The Library welcomes gifts-in-kind and may accept for the collections those in keeping with its collections parameters and needs.

- The collections parameters of the University of Saskatchewan Library reflect the teaching, research interests, priorities and initiatives of the University of Saskatchewan.
- The collections needs of the University of Saskatchewan Library are determined by the collections parameters in concert with the actual collections, the circulation of those collections and space requirements for those collections.

3.2. All unsolicited gifts-in-kind will be handled and utilized at the discretion of the Library.

3.3. The Library will endeavor to recognize all donors, as practicable, as appropriate, and in keeping with University policies.

3.4. Gifts-in-kind may be received with or without a donor request for a charitable donation income tax receipt for Canadian income tax purposes. The decision to proceed with a charitable donation income tax receipt for Canadian income tax purposes rests entirely with the Library.

3.5. Only those gifts-in-kind which meet the Library's collections parameters and needs, the University's **Gift Acceptance** policy and all of the requirements listed below can be considered for charitable income tax receipts for Canadian incomes tax purposes.

- ❖ See **University of Saskatchewan Policy Handbook: Gift Acceptance** at: http://www.usask.ca/policies/5_06.htm

3.5.1. A charitable donation income tax receipt for Canadian income tax purposes can be issued to a donor only after **all** of the following conditions have been met:

- The gift-in-kind has been accepted for the collections of the Library;
- The gift-in-kind has been estimated to have a value of at least \$5000.00, **or** the gift-in-kind is of exceptional significance to the University of Saskatchewan Library;
- The gift-in-kind has not been paid for or reimbursed through a University of Saskatchewan account;

- The donor has signed the required University of Saskatchewan Library documents;
- A complete bibliographical list of the gift-in-kind has been created by the donor or by the Library;
- The gift-in-kind has been appraised as arranged by the Library.

3.5.2. For gifts-in-kind of cultural property which might be defined as of “outstanding significance and national importance” by the Canadian Cultural Property Export Review Board, it is the responsibility of the donor to discuss this with the Library and with his or her personal tax consultant before the gift-in-kind is officially donated.

- The University of Saskatchewan has been designated to receive such cultural property by the Minister of Canadian Heritage.

3.5.3. For further information, see the University’s **Gift-in-Kind Identification and Appraisal** policy.

- ❖ See **University of Saskatchewan Policy Handbook: Gift-in-Kind Identification and Appraisal** at: http://www.usask.ca/policies/5_07.htm

3.5.4. Canadian income tax information on gifts-in-kind, including certified cultural property, can be found in the CRA publication titled **Gifts and Income Tax**.

- ❖ See **Canada Revenue Agency: Gifts and Income Tax** at: <http://www.cra-arc.gc.ca/E/pub/tg/p113/README.html>

3.5.5. Income tax receipts are issued directly from the University’s Financial Services Division.

Contact information:

By email: coldev@moondog.usask.ca

By telephone: (306) 966-5965

Projects



SUPPORT UCSB LIBRARIES

You are here: [Home](#) > [About the Library](#) > [Support the UCSB Libraries](#) > Special Projects

Library Needs and Special Projects



The Library has many ongoing special projects that are not fully supported by state funds. The Library relies on its generous donors and supporters to make these projects possible. Some major current emphases are:

- [Santa Barbara Authors Collection](#)
- [Map and Imagery Lab/Alexandria Digital Library](#)
- [Center for the Study of Democratic Institutions](#)
- [Wax Cylinder Preservation Project](#)
- [California Ethnic and Multicultural Archives \(CEMA\)](#)

There are numerous other focal points for enhancing collections and services. The Libraries also face critical challenges in physical facilities, technology, collections and preservation to ensure UCSB's continuing academic excellence. Please contact the [Director of Development and Outreach](#) for more information about projects and needs in your areas of interest.

Last modified:

This is an official University of California Santa Barbara Libraries' web page. Please send comments to the [Web Administrator](#).

text site

UNIVERSITY of HOUSTON LIBRARIES



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- > [Much Anticipated Reference Desk/Computers Final Mo](#) 07/04/05
- > [Installing Ducts --Noise](#) 05/18/05



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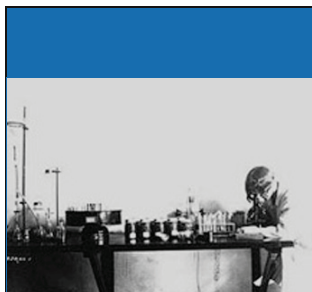
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The Women in Chemistry Oral History Project

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Project](#)

In 2001, the Archives of Women in Science and Engineering (WISE Archives) received a \$25,000 grant from the Camille and Henry Dreyfus Foundation to begin conducting an oral history project focusing on women in chemistry and chemical engineering.

To date, approximately 56 interviews have been completed with the funding provided by the Dreyfus Foundation and other private donors, and the WISE Archives is in the process of making the interviews available in a variety of formats, via transcripts and digitized audio.

To hear more about this project, please listen to an [interview](#) with the Curator. If you are interested in participating in or supporting this project, please [contact](#) the Archives of Women in Science and Engineering.

Tanya Zanish-Belcher, Curator-Archives of Women in Science and Engineering
Special Collections Department, Iowa State University Library
tzanish@iastate.edu