

Libraries

Policy: 255 255.1

Subject: **ADOPT-A-JOURNAL**

Approved by: Director of Libraries
Contact: Coordinator,
Collections Management

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Purpose

The policy is intended to outline the conditions under which donated journals and donations of funds to support journal subscriptions can be accepted, and the manner in which they are handled in the University of Manitoba Libraries. This document is to be used in conjunction with the related CAP Policy 225: "Gift Policy and Procedures".

I. POLICY

A. In-Kind Donations

1. Journal Titles Eligible for Donation

A donated journal must meet a collection need, as defined in the collection development policy for the relevant subject area.

2. Exclusions

a) One specific exclusion must be made:

Publisher Exclusions

Some serial publishers (e.g., the American Chemical Society) clearly state that material received on a personal subscription must not be donated to a library for a specific time after delivery. The University of Manitoba Libraries cannot accept an offered donation when such a condition of purchase exists. The bibliographer must check the journal under consideration for such restrictions before proceeding further. If a copy of a journal is not available for examination (either the donor's copy or a copy in the library), ask Acquisitions to check with the publisher regarding an exclusions policy.

Should a journal introduce an exclusion policy after the Libraries has accepted an Adopt-A-Journal, the Libraries will not be able to include the title in the collection (from the time of the introduction of the publisher's exclusion). If the donor has requested an income tax receipt, the amount of the receipt will be prorated to include only the journal issues the Libraries can retain in the collection.

b) In addition, bibliographers should consider excluding reference or indispensable titles:

Reference or Indispensable Titles

There are unavoidable delays associated with the receipt of donated issues. Therefore, it may be problematic to receive through donation titles which are consulted for reference purposes, or which are deemed to be of critical importance to the teaching programs. The bibliographer makes the decision regarding the appropriateness of the title for receipt through donation

c) Duplicate Subscriptions:

Duplicate print subscriptions are discouraged due to the additional workload involved. They may also create confusion in entering and claiming issues. The bibliographer should consult with the Coordinator, Collections Management, in cases where a donor wishes to contribute a duplicate subscription.

Donation of a print subscription when UML already has electronic access is discouraged due to the additional workload involved with the paper issues.

d) Loss of Electronic Access:

Many institutional subscriptions for print journals include institutional access to the electronic version. Normally donors of in-kind adopt-a-journals pay an individual subscription cost, and are granted electronic access for an individual subscriber only. This individual access cannot be transferred to the Libraries with an in-kind donation. Bibliographers should not accept an in-kind adopt-a-journal if cancellation of the Libraries' print subscription would result in the loss of institutional electronic access for the title.

3. Duration of the Commitment

A donor's commitment to contribute a journal should cover at least three full subscription years. Some discretion on the part of the bibliographer is expected. Acceptance of a donated journal does not commit the University of Manitoba Libraries to continue the subscription past the end of the donation period.

4. Payment and Income Tax Receipt

In the case of gifts in-kind, the donor is contributing a personal copy of a journal subscription to the University of Manitoba Libraries. Invoicing and payment remain a matter between the donor and the publisher or supplier, but the donor must retain documentation of payment.

Journal issues are delivered to the donor's own home or office address, and then forwarded by the donor to the Libraries (see ADOPT-A-JOURNAL Declaration form, Attachment 1).

Income tax receipts will be provided for gifts worth \$10.00 or more. The value of a donated journal for income tax purposes will be the cost the donor paid for the journal. For gifts in-kind, income tax receipts cannot be generated and sent to the donor until a complete volume of the journal has been received. No income tax receipt will be issued to an individual for a donation of journals, the cost of which was charged through a University budget number or grant account.

5. Free Journals

Income tax receipts will not be issued for materials acquired in the last three years at no cost to the donor.

6. Proof of Payment

Adopt-a-Journal donors must be asked for proof of payment. If the journal is received as part of a membership fee, the cost of the membership fee will be the value of the income tax receipt, and a receipt for the membership fee is sufficient.

7. Donation Declaration

The bibliographer responsible for the appropriate subject area will ensure that the donor fills out an ADOPT-A-JOURNAL DECLARATION form (Attachment 1).

8. Ownership

The ADOPT-A-JOURNAL DECLARATION indicates that the donor relinquishes all proprietary rights to the donated serial issues, from the time that they are received by the University of Manitoba Libraries. Thereafter, the materials will be treated as materials purchased from the library budget, and will be subject to the same library policies and regulations (e.g., retention, circulation).

B. Monetary Donations

1. Journal Titles Eligible for Donation

A journal purchased with donated funds must meet a collection need, as defined in the collection development policy for the relevant subject area. If a donor is providing funds for an electronic journal the donation must cover the cost of an institutional subscription.

2. Cautionary Note

While monetary donations can be used to pay for subscriptions to essential titles, bibliographers must be aware that if the donor's support for the title ends, the library unit will

be responsible for covering the on-going subscription cost. This then may necessitate the cancellation of other serial titles of lower priority.

3. Duration of the Commitment

A donor's commitment to fund the acquisition of a journal must cover at least three full subscription years. Acceptance of funds to purchase a journal does not commit the University of Manitoba Libraries to continue the subscription past the end of the donation period.

4. Payment and Income Tax Receipt

The donor must cover the cost of the institutional subscription rate plus relevant exchange rates for the journal being adopted. Upon receipt of an annual invoice, the Libraries contacts the donor for payment. The donor forwards a cheque, payable to the University of Manitoba, for the appropriate amount to Acquisitions.

Income tax receipts will be provided for donations of \$10.00 or more. Acquisitions requests the income tax receipt once the cheque has been received.

5. Donation Declaration

The bibliographer responsible for the appropriate subject area will ensure that the donor fills out an ADOPT-A-JOURNAL DECLARATION form (Attachment 1).

6. Ownership

The ADOPT-A-JOURNAL DECLARATION indicates that the donor relinquishes all proprietary rights to serials purchased with monetary donations. Thereafter, the materials will be treated as materials purchased from the library budget, and will be subject to the same library policies and regulations (e.g., retention, circulation).

II. PROCEDURES

A. Liaison librarians and Donors:

Complete an *Adopt-a-Journal Declaration* [attachment 1] for each donated title using the following guidelines:

1. Title of journal: ensure the title meets the collection needs prior to completing the Declaration. Refer to the Adopt-a-Journal Policy statements for guidance.
2. Duration of Declaration: consult with the Coordinator, Collections Management, if a donor wishes to donate for less than 3 years.
3. Start date: ensure that the subscription volume, issue and start date are accurate as determined in consultation with the AJ Liaison, Technical Services.

4. Donating journal issues: ensure that the address on the Declaration for the delivery of the journal issues is one of the two listed below.

- Acquisitions, Serials, Elizabeth Dafoe Library
- Resource Management, Serials, Neil John MacLean Health Sciences Library

Remind donors that issues are to be delivered to the address on the Declaration and not to a liaison librarian or a unit library.

5. Donating money for a journal: donors must choose either to pay for a 3-year subscription with one payment or to be billed annually. Ensure that donors are aware that both payment methods will include standard subscription inflationary costs. Monetary donation cheques for adopt-a-journals should be made out to The University of Manitoba and sent to: Elizabeth Dafoe Library, Technical Services, Financial Officer.

6. Income tax receipts: ensure that the donor is aware of the income tax receipt requirements as outlined on the Declaration, emphasizing that the donor must provide proof of payment [ie. cash receipt, credit card statement, etc.] to the AJ Liaison, Technical Services. For all monetary donations in excess of \$10.00, income tax receipts will automatically be requested.

7. Recognition: ensure that the donor indicates on the Declaration the bookplate and /or catalogue note preferences providing the donor name to be used if applicable.

8. Name, Address, Phone: must be completed in full.

9. Completed Declaration forms: keep a copy for liaison librarian's files and send the original to Coordinator, Collection Management.

B. Coordinator, Collections Management:

1. Review completed Adopt-a-Journal Declaration form submitted from liaison librarian and then forward to AJ Liaison, Technical Services.
2. Send an initial letter of thanks to the donor.

C. AJ Liaison, Technical Services:

1. Create a purchase order and serial check-in record for the title. For gift-in-kind donations, the vendor is the donor and the vendor address is the donor's address. For monetary donations, the vendor is selected by the AJ Liaison.
2. Route the first issue of an adopt-a-journal to Technical Services, Bibliographic Control staff for initial cataloguing or, for previously catalogued titles, an upgrade to 590 notes if applicable.

3. Forward new Adopt-a-Journal Declarations, in July of each year, to donors in order to initiate renewal of any Adopt-a-Journal Declarations that are expiring
4. Send an annual invoice to donors for annual monetary adopt-a-journal gift donations.
5. Close Acquisitions records for adopt-a-journal subscriptions that are not being renewed, and, if applicable, advise Bibliographic Control to close 590 catalogue notes.
6. Forward proof of payment and a request for income tax receipt, in January of each year, to Mark Gardiner [Trust and Endowment Services] for all Adopt-a-Journal donors requesting tax receipts.
7. Send tax receipts and accompanying thank you letters to donors, retaining copies of documentation in Technical Services, adopt-a-journal files.

ADOPT-A-JOURNAL DECLARATION

[Please complete a separate form for each journal title donated]

The University of Manitoba (the "University") Libraries is grateful for your generosity in assuming financial responsibility for the subscription listed below, and asks that you complete this document for our mutual understanding.

I/WE DECLARE that I/we shall donate/pay for subscription to:

_____ (title of journal)

for a period of 3 full subscription years (*must be 3 years or more*), starting with

Vol: _____ Issue: _____ Date: _____

I/WE DECLARE that I/we shall donate/pay for the Journal as follows:

To deliver journal issues to **Acquisitions, Serials, Dafoe Library**, within one month of receipt.

OR

to donate to the University a sum of money to cover the full cost of an institutional subscription for the Journal for the full subscription years set out above, payable on an annual basis when invoiced by the University
[Note: Subscription costs generally increase yearly]

I/WE ACKNOWLEDGE that:

- (1) The issuing of and the value of an income tax receipt is subject to applicable Canada Revenue Agency guidelines.
- (2) No income tax receipt will be issued for donated Journal Issues that were acquired free of charge.
- (3) No income tax receipt will be issued for Journal Issues without provision of proof of purchase.
- (4) No income tax receipt will be issued for a donation of Journal Issues or money, the cost of which was charged through a University budget number or grant account.
- (5) With respect to the donation of Journal Issues, an income tax receipt will not be issued until all issues of a Journal volume have been received by the University.
- (6) The University will not accept a donation of a Journal where the publisher states that material received on a personal subscription must not be donated to a library for a specific time period. If after completion of this Declaration the publisher of the Journal adds such an exclusion, any income tax receipt issued by the University will only reflect the value of Journal Issues which may legitimately remain in the University Libraries' collection.

I/WE WISH to use a University budget number or grant account to pay for the journal issues or monetary donation. (If Yes is chosen, an income tax receipt will **not** be issued). Yes No

I/WE WISH to be recorded in the University Libraries' catalogue as the Journal donor. Yes No

If Yes, please indicate version of name to be used _____

I/WE WISH to have a gift plate placed in each bound volume of the Journal. Yes No

If Yes, please indicate version of name to be used _____

I/WE AGREE that upon delivery of each Journal Issue, the University is the owner of the Journal, and I/WE RELINQUISH any proprietary rights thereto.

Acknowledged by:

DONOR(S): _____

LIBRARIAN: _____

Date: _____

Date: _____

Donor Name: _____

Home Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____

Campus Address: (if applicable)

Department: _____

Room: _____ Building: _____

Phone: _____

E-Mail Address (if applicable): _____

Please indicate preferred address for communications with the Library: Home Address, or
 Campus Address, or
 E-Mail Address

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[Please complete a separate form for each journal title donated]

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_____ (title of journal)

for a period of 3 full subscription years (*must be 3 years or more*), starting with

Vol: _____ Issue: _____ Date: _____

I/WE DECLARE that I/we shall donate/pay for the Journal as follows:

To deliver journal issues to **Neil John Maclean Health Sciences Library**, within one month of receipt.

OR

to donate to the University a sum of money to cover the full cost of an institutional subscription for the Journal for the full subscription years set out above, payable on an annual basis when invoiced by the University
[Note: Subscription costs generally increase yearly]

I/WE ACKNOWLEDGE that:

- (1) The issuing of and the value of an income tax receipt is subject to applicable Canada Revenue Agency guidelines.
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- (4) No income tax receipt will be issued for a donation of Journal Issues or money, the cost of which was charged through a University budget number or grant account.
- (5) With respect to the donation of Journal Issues, an income tax receipt will not be issued until all issues of a Journal volume have been received by the University.
- (6) The University will not accept a donation of a Journal where the publisher states that material received on a personal subscription must not be donated to a library for a specific time period. If after completion of this Declaration the publisher of the Journal adds such an exclusion, any income tax receipt issued by the University will only reflect the value of Journal Issues which may legitimately remain in the University Libraries' collection.

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I/WE AGREE that upon delivery of each Journal Issue, the University is the owner of the Journal, and I/WE RELINQUISH any proprietary rights thereto.

Acknowledged by:

DONOR(S): _____

LIBRARIAN: _____

Date: _____

Date: _____

Donor Name: _____

Home Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____

Campus Address: (if applicable)

Department: _____

Room: _____ Building: _____

Phone: _____

E-Mail Address (if applicable): _____

Please indicate preferred address for communications with the Library: Home Address, or
 Campus Address, or
 E-Mail Address