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Subject: POSTAGE/SHIPPING CHARGES FOR FREE MATERIALS

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Contact: Associate Director, Collections
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PURPOSE

This policy is intended to regulate and facilitate ways in which the Libraries send or receive free materials in the most cost effective and efficient manner.

POLICY

The Libraries may acquire materials offered by other libraries or institutions for the cost of postage or shipping. Similarly, the Libraries may offer other libraries or institutions materials weeded from the Libraries' collections or gifts not required by the Libraries for the cost of postage or shipping.

PROCEDURES

1. Receiving free material
 - a) Small Items (by mail)

If material being sent to the UM Libraries can fit into a bubble-bag, it can be sent by mail directly to the attention of the appropriate bibliographer/archivist.

The sender should enclose a memo stating the amount of postage and the method of reimbursement preferred (i.e. stamps, cheques or money order). *Note: Cheques will not be processed on amounts under \$5.00.* This memo should be forwarded to the Head, Acquisitions Department for processing.

The Acquisitions Department will forward the appropriate stamps to the sending institution. The Neil John Maclean Library will forward stamps directly to the sending institution. If a money order is requested, the Acquisitions Department will forward the cheque or money order directly to the sending institution.

b) Large or numerous boxes (by courier)

If material being sent to the UM Libraries cannot fit in a bubble-bag, advise the sender that UM Libraries will arrange to have the material picked up and delivered to the UM Libraries by courier. The bibliographer/archivist must forward the following information to Libraries Shipping:

- ◆ Institution name or Donor name
- ◆ Complete address (room number, building, street, city, prov./state, postal/zip code)
- ◆ Contact person (first and last name)
- ◆ Phone number
- ◆ Re: donated materials
- ◆ Number of boxes and approximate weight

All of this information is required or the request will not be processed.

Libraries Shipping will get a quote from the currently used courier. *Note: Normally the cheapest option should be selected regardless of the length of time for the delivery.*

Libraries Shipping will inform the bibliographer/archivist of the quote. For quotes over \$500.00, the bibliographer/archivist will confirm with the Associate Director, Collections that the costs can be covered and then will give final direction to proceed with the shipment.

All contact with the courier and donor regarding the shipment is then done by Libraries Shipping.

Note: All charges will be applied to the Acquiring Gifts Fund I. (TX BHX 00 3803)

2. Sending free material

a) Small items (by mail)

Material which can be fit into a bubble-bag should be sent by mail. Determine the postage amount by having the bubble-bag (unsealed) with contents weighed at the postal outlet in University Centre (Ft. Garry) or through Shipping, NJMHSL. Enter the amount on the Postage Reimbursement Request form (*See Attachment 1*) and complete the other information. Insert the form into the bag, seal, and mail.

It is the responsibility of the bibliographer to have material properly bagged and labelled.

- ◆ Institution name
- ◆ Complete address
- ◆ Contact person
- ◆ Re: donated materials

b) Large or numerous boxes (by courier)

Material which cannot fit into a bubble-bag should be sent in boxes by courier. The institution receiving the material must arrange and pay for the courier. The boxes may be picked up by the courier from the unit library. Provide the receiving institution with the following information.

- ◆ University of Manitoba
- ◆ Complete address for unit library
- ◆ Name and phone number of bibliographer
- ◆ Re: donated material*

*The term "donated material" will ensure exemption from Customs duty and taxes.



POSTAGE REIMBURSEMENT REQUEST
UNIVERSITY OF MANITOBA
LIBRARIES

DATE: _____

TO: _____

FROM: _____ (Bibliographer)

_____ (Unit Library)

Please reimburse \$_____ for shipping expenses of _____
(name of material)

Payment can be in Canadian stamps, cheque or money order.

If paying by cheque or money order, please make payable to **UNIVERSITY OF MANITOBA** and send to:

LIBRARIES ADMINISTRATION
ADMINISTRATIVE SERVICES
ATTN: FINANCIAL ANALYST
156 Elizabeth Dafoe Library
UNIVERSITY OF MANITOBA
WINNIPEG, MB R3T 2N2

Thank you for your attention to this matter.