MEMORANDUM

June 14, 2010

From: Steven Horsch, Head, Donor Relations and Stewardship
     Charlene Follett, Monograph Acquisitions and Gifts Librarian

R.e.: Updated MIT Libraries Stewardship Policy for Information Resources Acquisitions Fund Gifts

• The Libraries accept and deeply appreciate gifts to support the acquisition of information resources. Gifts to create an endowed, named fund must be $50K or more (cash gift or multi-year pledge). Gifts to an existing endowed account, or for expendable acquisitions use, can be in any amount.

• A separate, named “G Fund” account will be created for any expendable gift for information resources acquisitions of $5K or more not made to an already existing account.

• Any gift of less than $5K for information resources acquisitions (but not to an endowed or already named account) will be added to the general “G Fund” account related to the donor’s specified collections area (e.g. EAPS, Science, Humanities). In the case the donor specifies the desire to support acquisitions but does not specify an academic area, the gift will be credited to a general acquisitions fund.

• To recognize the generosity of Libraries’ supporters, our goal is to steward their gifts by acknowledging these gifts in a publicly visible and gracious way. This will be done in a way that minimizes processing and data entry time commitment, while retaining stewardship value, so the dual goals of better stewardship and increased processing efficiency are met.

**Bookplating Policy (Updated)**

**Endowed funds:**
• Effective at the beginning of fiscal year 2011 funds, all bookplating of resources purchased with endowed acquisition funds will be electronic. Use of paper bookplates will be discontinued.
G funds:
• Information resources purchased with “Named G Funds” will be acknowledged with electronic bookplate notes effective at the beginning of fiscal year 2011.

• Information resources purchased through “G-GENE Funds” will not be bookplated in any way.

Electronic Bookplating Procedure (NEW)

• The publicly visible Barton record for a resource purchased with money from an endowed fund or named “G Fund” will include the notation “Acquisition made possible by the Fund Name” under the section heading “Donor Note.”

• Resources where multiple funds were used to acquire them will include a separate electronic bookplate note recognizing each fund.

• Barton records for resources only partially paid for by an endowed fund or named “G Fund” will carry the same notation, as the electronic bookplate note language does not specify or imply that the resource was paid for entirely by the named fund.

• As appropriate and as possible, search functions to pull a listing of resources acquired with a specific endowed fund or named G Fund can be created and shared with a donor so he/she can look at Barton records for all resources purchased with his/her fund. This will be done on a case-by-case basis and only where appropriate for the donor’s stewardship strategy.