

**UERMMM ALUMNI FOUNDATION, USA, INC.
LIBRARY COMMITTEE
POLICIES AND PROCEDURES**

I. Donation

A. Cash donations

Cash donations to the UERMMM AFUSA, Inc. which is earmarked for the funding of the medical library of the Medical Center can be specified by the donor to be in one of the three categories:

- a) Restricted – only the income from the investment of the fund can be spent for the project and/or for purchase of educational materials.
- b) Partially restricted – the donor must specify the restricted percentage of the fund.
- c) Unrestricted

Cash donations of \$250 or greater will receive an acknowledgement from the Foundation

B. Non-cash donations – books, journals, magazines, and A-V materials

- Medical books should NOT be more than 10 years old
- Medical journals and AV materials should NOT be more than 5 years
- Instructions for **donors** of books, journals, and A-V materials:
 1. List all donated books to include the following: title, author(s), edition, publisher and date published.
 2. For journals, list the name of the journal, volume (number), and year
 3. For A-V materials, list the title and date release
 4. For medical newspapers and magazines, list the name of the newspaper or magazine, volume (number), date and year.
 5. Have 4 copies of the list of donated items – One copy goes with the box, one copy stays in the donor's file; one copy mailed to the chairperson of the Library committee of AFUSA, and the other copy goes to the Treasurer of AFUSA. .
 6. Shipping expense can be reimbursed by the Foundation by submitting the shipping invoice to the Foundation's Treasurer and a copy of the listing of the contents of the box. Any donor who wishes to take tax credit for the donation of educational materials must have the items appraised by a qualified IRS approved appraiser if the amount of the materials are massive or the value is more than \$5000. Section B of the IRS form 8283 must be completed and attached to the donor's tax return
- Instructions for the **recipient** of the donated materials (UERMMM Medical School Librarian):
 1. Counter check the list with the printed material received from donor.

2. Add in the names of books, journals or other printed materials received in the box that was not part of the list
 3. Scan the list received (with the additional added printed materials, if any) and send as an attachment with the acknowledgement letter to be sent to the following:
 - Chairman, Library Committee of the UERM Alumni Foundation
 - Treasurer, UERM Alumni Foundation
 - President, UERM Alumni Foundation
 - Donor (if applicable and if they indicated their e-mail address)
 4. Must be responsible on the timely and proper acknowledgement of the received donation
- Instructions for the Chairman, Library Committee
 1. Responsible to mail (or e-mail) and acknowledgement letter to donors in the AFUSA's letterhead
 2. Will serve as the conduit between the donor and the recipient (UERM Medical School Library/librarian).

II. Funding

A Request for Funding form must be completed and signed by the requesting party. There must be a description (can be expounded on an attached sheet) of the purpose of the requested funding; the name of the project; or the title, author, and edition of the textbooks to be funded with the amount in US dollars being requested. All funding requests from the different departments must be channeled through the Medical Library. The Librarian will be responsible to send in the Request of Funding forms **no later than March 31st of each year** to the Library Committee with a copy to the Treasurer through e-mail. The rationale for this particular step is to prevent purchase of double copies of textbooks and other items. The foundation funded textbooks are essentially the property of the library which can be loaned to the different departments. This will ensure that the librarian will be able to log in every textbook loaned to a specific department. This will also ensure proper accounting and easy retrieval of the textbooks.

Failure to follow the outlined procedure for funding requests can lead to non-funding decision from the AFUSA Board of Trustees.

III. Funding Decision

Decision to fund any request from the library by the AFUSA Board of Trustees will be taken after the review of the submitted requests that will meet the deadline of March 31st of each year. The Board of Trustees, during its mid-year meeting will be presented with the requests; discussions on the merits of the request will ensue prior to getting a unanimous vote of approval. The decision for funding will depend on the magnitude of the funds requested and the financial capacity of the foundation to provide the funding. Requests for Funding is not a guarantee for full funding; there will be some request that will get partial funding and other requests that will not be funded at all.

IV. Recommendations

A. The Library committee of the UERMMMC Medical Center shall make the best effort to meet with the Chairman of the different departments and come up with a 5-year plan for specific projects for the medical school library. Library projects that are /will not be supported by the medical school can be conveyed to the librarian. The librarian in turn can list these request/projects in the Request for funding form and send this electronically to the members of the Library committee of AFUSA (cc to AFUSA's Treasurer). The form should contain the following information and should be signed by the Librarian as well as the Chairman of the specific department requesting the funding:

- Item/project requested
- Cost of item in dollars. If it is a project, specify the annual cost of the project
- Specific department that requested the item/project
- Specific date/year item/project needs to be accomplished

This information will assist the Foundation's Library Committee to develop a plan to find funding sources.

B. Better communication with the Medical School Librarian, the Dean, the medical school's Library committee and the AFUSA's Library Committee is something that needs to improve. To date, there is not much dialogue at all and the only time we get to talk with the Librarian is when a committee member tries to stop by the medical school library during their visit to the Philippines. It will be difficult for AFUSA's Library Committee to function effectively if there is no feedback from the medical school librarian and the medical school's Library Committee.

C. Upon the completion of a project and/or purchase of educational materials by the foundation, it is the responsibility of the Medical Center (Librarian or Dean) to promptly acknowledge the donation. An acknowledgement form can be filled up and sent electronically to the Treasurer and the members of the Library Committee. This is required so that the foundation will be in full compliance with the rules and regulations of the Internal Revenue Services (IRS) for all 501 (c)(3) organizations.

D. Textbooks and journal donations received by the Library through balikbayan boxes has to be acknowledged upon receipt of these materials. The acknowledgement form has to be filled up and sent electronically to the specific donor (example, UERM MARVADC chapter) with a copy furnished to the members of the Library Committee and the Treasurer of AFUSA.

Library Committee

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