Policy: University Library Donations

Purpose: Set the circumstances under which the University Library will accept donations of materials and explain how these donations will be managed by the University Library

Responsible Executive: SDVC
Responsible Office: University Library
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1 PURPOSE

The purpose of this Policy is to:

- Set out the circumstances under which the University Library will accept donations of materials; and
- Explain how these donations will be managed by the University Library.

2 TYPES OF MATERIALS ACCEPTED BY DONATION

The University Library requires that donations should be consistent with the University’s teaching and research activities. In general, material should fall within the scope of the University Library’s collection development guidelines, be in good physical condition and provide content considered by the University Library to be current and useful. Exceptions to this rule are items which are considered to have historical or research value.

3 TRANSFER OF OWNERSHIP

Donations are only accepted on the understanding that the material becomes the property of the University of Notre Dame Australia, and may not be claimed back at a later date. Donations will only be accepted upon completion of the Donations form, which is available to donors at each University Library helpdesk and on the University Library website.

4 RIGHTS OF OWNERSHIP

The University’s Library reserves the right to dispose of any donated items which duplicate parts of the existing collection or which do not merit inclusion on grounds of condition or scholarly value. These donations will be offered to other institutions or other appropriate places such as a charity.

5 CONDITIONAL DONATIONS

The University’s Library generally does not accept donations with conditions attached. As such, donations will generally not be accepted if the donor wishes to place any limitations or restrictions on the use or disposal of the materials.

6 ACKNOWLEDGING DONATIONS

Unless they ask the University Library not to do so, donors will be sent a letter acknowledging the gift and the donated materials will have a University bookplate inserted in them to acknowledge the donor’s generosity. Where it is necessary to decline a donation, our reasons for declining will be explained to the prospective donor.