

## DONATION OF MATERIAL GUIDELINES

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The University Library welcomes donations of funds or appropriate teaching, learning and research materials. Academics, Faculties and Schools are encouraged to offer copies of their publications as donations to the Library.

### Conditions of acceptance

Donations are only accepted on the basis that the accepted material becomes the property of the University Library. As a general principle, the University Library will not accept conditional donations. All accepted materials are integrated into the existing collection. Materials which do not meet the guidelines for donations include: outdated textbooks, newspapers, popular magazines and incomplete runs of serials. The Library reserves the right without further consultation, to dispose of any items which are later considered not to fit the guidelines for acceptance, to other institutions or appropriate places.

### Guidelines for acceptance of donations

Donations should:

1. Be consistent with the University's teaching and research activities.
2. Be in good physical condition.
3. Have a recent publication date, or content considered to be current. The exception is when the item is considered to have an historical or research value.
4. When Library staff are considering acceptance of a donation, its value to the collection, in enhancing the resources of the Library, should exceed the cost of accessioning, cataloguing and processing. There may be cases where the monetary value of the donation is less than the cost of accessioning, etc. but their worth to the collection is seen to outweigh these costs. In the case of large donations the cost of valuation should also be taken into consideration.

### Donations of serials

*1. Where there are no existing serial holdings:*

- Single issues of serials will not normally be accepted. Sample serial issues may be accepted on the proviso that the serial title will be continued and received by the Library for a minimum of 3 years.
- Donations of a serial set of less than 5 continuous years will not be accepted.
- Exception: when an information services librarian decides the title would add substantially to the value of the subject area.

*2. Where there are existing serial holdings:*

- Duplicate issues will not be accepted.

Serial issues will be accepted when they can fill gaps in the Library's print and electronic holdings, or will extend the Library's holdings.

### **Cultural Gifts Program**

The Commonwealth Dept. of Regional Australia, Local Government, Arts and Sport, have established a Cultural Gifts Program. The Program encourages Australians to donate items of cultural significance from private collections to libraries, public art galleries, museums, and archives. The program is administered in accordance with the gift provisions of the income tax law. A significant donation to UTS may be eligible for a tax concession. Details of the Program are provided through this link. <http://arts.gov.au/funding/tax/cgp/about>

### **Privacy**

The University Library respects the privacy of clients in compliance with federal and state laws and professional standards. The UTS Library will not reveal the identities of individual clients nor reveal the information sources or services they consult unless required by law. Privacy at the UTS Library policy applies to all resources regardless of their format or means of delivery as well as to all UTS Library services.

### **How to donate items**

Please hand to staff at the Library Enquiries and Loans Desk, together with your completed [donations form](#).

### **Acknowledgement of Donations**

A bookplate will be inserted in each item, where the donor is known. If you prefer not to have a bookplate, please indicate this on the [donations form](#).

### **Contact**

If you need more information, please Ask a Librarian at <http://www.lib.uts.edu.au/help/ask-librarian>