

QUT Library Collection Development Manual

3. Practices

3.5. Donations and Free Materials

3.5.1. Donations

Identification block

QUT Library Collection Development Manual	
3.5.1. Donations and Free Materials	
Contact Officer	Associate Director, Library Services (Information Resources and Research Support)
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Policy statement

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3.5.1. Donations

1. Purpose and scope

This policy covers donations of individual monographic items, collections of monographs, audiovisual material, and backsets of serials.

The Library welcomes donations of material that meet the learning, teaching, and research needs of the University.

It reserves the right to accept or decline donations, basing the decision on the criteria listed below.

The Library reserves the right to dispose of unwanted donated material as it sees fit.

2. Criteria for accepting donations

Donations should meet the learning, teaching, and research needs of the University, in accordance with the guidelines in the Collection Development Manual.

If any the following conditions are present the resource should *not* be accepted:

- The content is out of date (and the work has no historical value).
- Later editions of the work are held.
- The item is in poor condition, including evidence of mould. (Please see #3 below)
- For monographs, the title is already held in the collection (additional copies may be accepted if the title is in high demand or is required at another branch).
- For serial backsets, the issues are already held.
- For serial backsets, the Library does not have a current subscription.
- Shelf space is insufficient to accommodate the donated material.

3. Material with mould

Any items displaying evidence of past or current mould infestation – such as blotchiness, furry growth, staining or water damage will not be accepted. Library staff may refer the inspection of material to a Library Collection Access Supervisor.

4. Any items with mould will not be accepted. Authority to accept donations

For large or valuable collections or collections with special requirements, the Branch Library Manager will consult with the Associate Director, Library Services (Information Resources and Research Support) who will authorise acceptance or rejection of the donation.

The decision to accept or reject all other donations is made by the relevant Liaison Librarian, consulting with the Branch Library Manager as necessary.

5. Exceptional donations

Cultural Gifts Program

QUT is eligible to receive donations under the [Cultural Gifts Program](#), which allows the donor to claim the value of the donated material as a tax deduction. As a general rule, if the donor wishes to [claim the donation as a tax deduction](#), donations are valued at the expense of the donor. All such donations must be authorised by the Associate Director, Library Services (Information Resources and Research Support).

Donations with conditions or restrictions

Any restrictions placed on the Library in accepting donations must first be agreed to in writing by the Associate Director, Library Services (Information Resources and Research Support).

6. Acknowledgement of donations

For significant donations, the donors are thanked in writing by letter from the relevant Branch Library Manager.

Major donations are acknowledged by the Associate Director, Library Services (Information Resources and Research Support) or if considered appropriate, the Director, Library Services.

In cases where it is considered appropriate, further acknowledgements may be made, in the form of book plates, press releases, displays, etc.

7. Declining donations

In cases where it is necessary to decline a donation, the Library will communicate appropriately.

Modification history

Date	Sections	Source	Details
7 May 2008	New Section #3 – material with mould	Associate Director, Information Resources via IRC	
12 December 2008	4. Authority to accept.	Associate Director Information Resources	Clarification of authority at different levels.
14 October 2011	All.	Law Library Manager via IRC	Updated acceptance criteria.
