QUT Library Collection Development Manual

3. Practices

3.5. Donations and Free Materials

3.5.1 Donations

Identification Block

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<tr>
<td>Contact Officer</td>
<td>Associate Director, Library Services (Information Resources and Research Support)</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Library Leadership Team</td>
</tr>
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<td>August 2014</td>
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Policy Statement

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3.5.1 Donations

1. Introduction / Background

This guideline covers donations of individual monographic items, collections of monographs, audiovisual material, and backsets of serials into the Library collections.

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.

This guideline also covers the process and conditions by which QUT Library donates collection materials to other libraries, groups and developing nations.
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 of 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- The content is out of date (and the work has no historical value).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 in print or ebook format (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.

Any items with mould will not be accepted.

4. 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). QUT provides information on Giving to QUT.

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.

8. Making donations

The Library actively donates deselected materials to other libraries, groups in need, and to developing nations as opportunities may arise. Such donations are organised between the relevant Branch Library Manager or Associate Director, Library Services (Information Resources and Research Support) and the receiving institution or group. Donations may be arranged within the Library’s deselection cycle for physical materials and the Library maintains the right to select which material it will donate. The Library will work with QUT Equity on these initiatives. The Library may make up to $2,000 available per year to facilitate the shipping of physical materials to national or international locations.
## Modification History

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<th>Date</th>
<th>Sections</th>
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<tr>
<td>7 May 2008</td>
<td>New Section #3 – material with mould</td>
<td>Associate Director, Information Resources via IRC</td>
<td></td>
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<tr>
<td>12 December 2008</td>
<td>4. Authority to accept.</td>
<td>Associate Director Information Resources</td>
<td>Clarification of authority at different levels.</td>
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<td>14 October 2011</td>
<td>All.</td>
<td>Law Library Manager via IRC</td>
<td>Updated acceptance criteria.</td>
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<tr>
<td>2 May 2014</td>
<td>All. New section #8 Making donations</td>
<td>Associate Director Information Resources</td>
<td></td>
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<tr>
<td>1 August 2014</td>
<td>All.</td>
<td>PA to Associate Directors, Library Services</td>
<td>Format overhaul in accordance with new Library look and feel</td>
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