



Collection Donations Policy

Category or Type	Policy
Originally approved by, date	Executive Management Group
Date this Revision took effect	11 June 2020
Sponsor	Executive Management Group
Responsible Officer	Associate University Librarian – Digital and Collections
Date to be Reviewed	Under review

Purpose

To outline the policy and processes for donating material to the University of Otago Library.

Content

All potential gifts for the collection are evaluated in accordance with the Collection Development Policies of the Library. Application of this policy requires that gifts are accepted if they -

- meet a demonstrated teaching need; and/or
- support identified current or future research; and/or
- fill a void in an existing collection that has been identified for continuing development.

Acceptance Guidelines

As stated in the Collection Development Policy if the Library accepts a gift, the University becomes the owner of that material and reserves the right to determine its retention, location, cataloguing treatment, and other considerations related to its use, maintenance, or deselection.

The Library will consider material -

- which meets the collecting priorities
- which is of intrinsic and research value
- where costs associated with acquiring the material (freight etc.) do not outweigh the value to the collection
- where immediate and/or ongoing costs of conservation, processing, providing bibliographic access and housing do not outweigh the value to the collection
- where no other institutions are more appropriate recipients
- which is not damaged or in poor condition
- which does not significantly impact on available collection storage space
- which has clear provenance

If a formed collection is offered which introduces a new collecting stream consideration will also be given to -

- whether maintaining the currency of the collection can be sustained
- there is evidence of ongoing research interest that cannot be supported through online or other resources
- the impact of the overall character of the Library's collections

While exceptions may be made for rare, unique or heritage resources generally the Library will not accept -

- resources where existing electronic or other formats meet the university's teaching and research needs
- resources more appropriate for school or public libraries
- superseded editions
- duplicated resources
- foreign language resources not taught or not relevant
- popular fiction, trade paperbacks, or condensed books
- incomplete sets or series
- outdated media formats
- photocopies
- self-published and vanity press publications

Process for considering significant items (i.e. rare, unique, or heritage items or collections of more than 100 items)

1. Written offer of donation is made to the University Librarian, with a title list.
2. Assessment of the proposed donation by
 - Information Resources staff to Associate University Librarian - Information Resources for potential General Collection material
 - Special Collections Librarian to Special Collections Advisory Group (SCAG) for potential Special collections material
3. A recommendation whether to accept or not is made to the University Librarian
4. The potential donor is notified of the outcome
5. Following receipt of the material (if agreed) a letter of acceptance/ thanks is sent to the potential donor from the University Librarian

Related Policies, Procedures and Forms

Library Collection Development Policy

Library Gift Materials Donor Form

Hocken Collection Development Policies

Special Collections Collection Development Policy