



DRAFT Library Gift procedure

Date of approval XX September 2013

History

This procedure replaces Gift Procedure last updated 23 April 2010

Purpose

To provide the procedure for managing gifts and donations received by the Library including the receipt, approval and processing.

Background

Under the University Delegations, Financial Delegation 247 *Gifts and bequests* the acceptance of gifts is only permitted by the University Librarian and this delegation is not transferable to any other officer.

The Library accepts only gifts that conform to the following principles:

1. The resource is consistent with the Library's Collection Development Policy.
2. Donation conditions are acceptable to the Library. As a general principle, the Library asks donors not to impose any conditions for their donations.
3. If, on further inspection or collection review, the Library considers the material inappropriate to its needs, the material will be disposed of at the library's discretion.
4. The delegation to accept donations rests with the University Librarian.

Procedure

This procedure applies to all Library Branches.

- If approached regarding a gift to the Library, the enquiry, whether in person, by phone, mail or email must be consistent with the principles outlined above. Staff should emphasise that the Library does not add all donated resources to the collection.
- Unsolicited gifts can be disposed of without the need to complete a donation form.
- When a resource or resources are donated to the Library a Gift Donation form must be completed by either the donor or the library staff member who takes receipt of the gift. A 'gift' may be a single item or a collection. A collection only requires one form. The form is attached.

- All gifts must be referred to collection managers with the form.

The relevant collection management staff will:

- determine whether the resource meets the criteria outlined in the Collection Development Policy (CDP) and is or is not to be recommended for addition to the collection
- decide whether the resource/s should be treated as a “Rush” acquisition
- make a recommendation regarding whether the gift should be treated as a special collection/donation, or added to one of the existing special collections and/or have a bookplate
- clearly recommend the action required for each resource on the form if a gift includes some items to be accepted and some to be disposed of
- scan the completed form, if there is not an electronic version of the form, and email the University Librarian for approval for the gift to be added to the collection. There is no need to forward the original form
- after approval by the University Librarian forward gifts to be added to the collection, together with a copy of the approved donor form annotated with any special instructions to the cataloguing staff e.g. rush processing, if the gift is a duplicate is an additional copy is to be accepted.

Approval from the University Librarian to accept serial gifts is only required for the first issue received. All subsequent issues received may be taken directly into the collection.

If the resource is a “Rush acquisition” Collection Managers will identify and alert processing staff when gifts are to be processed (received, catalogued and end-processed) as Rush after approval by the University Librarian.

The gift form must be scanned and sent to the Executive Assistant for the University Librarian

- The University Librarian will either accept or reject the gifts and signoff on the donation
- Rush gifts should be approved/declined within one working day, other donations within one week.

The Executive Assistant to the University Librarian will:

- Send a copy of the form to the collection manager
- Prepare and send Acknowledgment letters if requested and noted on the gift form checkbox
- Put a copy of the form and or Acknowledgment letter on the official file.

Cataloguers will proceed according to usual procedures but will need to:

- Check the Library catalogue to see if the resource/s are held
- Insert a donor note in the item record in an appropriate format, preferably surname, forename, title if you have that information or using the information available. For example:

Denoon, Donald Prof
Marshall, David
UNKNOWN

Related Documents

Collection Development Policy
Sources of Records Guideline and Procedure
Record Standards Guideline
Library Rush Request Procedures

Review date

This procedure will be reviewed 2 years after authorization.

Date 28 March 2014

Authorised by Roxanne Missingham, University Librarian