Donations Policy

The Library welcomes the donation of books, journals and other library material that reflects the teaching, learning and research goals of the university. Donated material will be assessed according to similar criteria as those governing the acquisition of new material for the Library.

Conditions of Acceptance

- The Library prefers to discuss donations with all potential donors in the first instance. Donated material may only be delivered to the library following discussion and agreement with the relevant Subject Librarian. The Library’s Subject Librarians are responsible for the evaluation and selection of donations.

- It is a condition of acceptance that the Library reserves the right to retain or dispose of any donated material.

- In the case of large donations, the Library will request a listing of the items from which titles will be evaluated and selected in the first instance.

Acceptance Guidelines

Material donated to the library should:

- be relevant to the university’s teaching, learning and research needs
- be in acceptable physical condition
- be current (i.e. have recent publication date), unless material is of historical value
- not duplicate material already available in the library. The only exception to this would be where additional copies of an item would meet a current demand.

Material not accepted will include:

- old editions of textbooks
- journals available electronically via the Library, however in the case of rare or unique material exceptions may be made
- short/incomplete journal runs, however in the case of rare or unique material exceptions may be made

The Library would welcome donations from academic staff of copies of publications authored or edited by them.
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