

LIS Donations Guidelines

Intent

To provide guidelines for donations of materials for the Library collections.

James Cook University Library accepts the donation of books, periodicals and other library materials that enhance or extend its collections to support JCU teaching, learning and research.

The [Library and Information Services Donation Form](#) is completed for donations of books, journals and other material intended for the University Library collections, excluding special collections.

Scope

All James Cook University Libraries

Exclusions

Material requiring purchase

Audio files and data files, except with the prior approval of the Director, Library and Information Services

Definitions

Materials: books, audio-visual items, periodicals

Unsolicited donations: Donations of unsolicited library materials presented or sent to the Library.

Formed collection donations: Donations of specific or formed collections following negotiation with the Library.

Guidelines and Procedures

1 Donation Criteria

1.1 The Library welcomes donations based on the following criteria:

- within the scope of the [Library's Collection Development Guidelines](#)
- no duplication with materials already held in the collection
- materials are in good physical condition, e.g. undamaged, free of pests and have not been significantly defaced
- the Library has the resources to process and maintain the materials
- no restrictions by the prospective donor on the disposition and use of the material offered except with the prior approval of the Director, Library and Information Services
- format is such that the Library is able to provide adequate access to the materials.

In addition to 1.1 the following guidelines may apply:

1.2 Periodicals

1.2.1 The Library will not normally accept print periodicals available electronically from the Library either by subscription or in digital collections.

1.2.2 Print periodicals may be accepted according to the following guidelines:

- Individual issues/volumes which fill gaps in the print collection or fill gaps in the North Queensland collections.
- Individual title runs of five years or more where a new subscription will be placed, or the title is significant for the collection.
- Backset holdings which extend or complete the runs of print holdings and which are significant for the collection
- To provide a preservation copy if desired for special collections, including the rare book collection and the North Queensland collections.

1.3 Audio visual material

Audio visual material is not normally accepted for the general collection, but may be accepted for the special collections within the scope of the [Collection Development Guidelines for Special Collections](#).

1.4 Textbooks and earlier editions.

The Library will not normally accept superseded textbooks or earlier editions of textbooks held in the collection.

1.5 Duplicates

Duplicate material may be accepted:

- To meet demonstrated demand
- To provide a copy at multiple campus locations if overall demand warrants.
- To provide a preservation copy if desired for special collections, including the rare book collection and the North Queensland collections.

1.6 Collections transferred from University Divisions and Colleges are handled in accordance with this guideline.

2 Receipt of Donations

2.1 The Library normally will only accept receipt of donations if the donor has contacted and discussed the donation with nominated Library staff prior to delivery.

- For donations of 25 items or more, the donor is requested to provide a titles list prior to acceptance and delivery. The list is normally the responsibility of the donor and includes for each item: author, title, publisher, date of publication and edition, if available
- If it is not possible to provide a list, the Library may select the material it needs while the prospective gift is still in its original location
- If a list and/or inspection of the collection is not feasible, the Library may receive the collection as a whole but only retain what it deems appropriate to add to the collection.

2.2 The donor must complete and sign the [Library and Information Services Donation Form](#)

2.3 In cases where the value of a prospective donation is substantial the Library may inform the donor of the Federal Government's [Cultural Gifts Program](#).

3 Approval of Formed Collection Donations

3.1 Formal acceptance of formed collections is normally by the Director, Library and Information Services based on the recommendation of the Associate Director, Information Resources.

3.2 Library staff contacted at the first stage by potential donors are not to commit to any course of action but are to notify the Associate Director, Information Resources at the earliest opportunity.

3.3 The Special Collections Librarian is notified about materials suitable for Special Collections.

3.4 Upon acceptance, donations become the property of James Cook University.

4 Disposal of Donations

4.1 The Library reserves the right to retain or dispose of any donated library materials.

4.2 Materials not retained by the Library will be disposed of and this may include selling the items for the Library's benefit, sending the items to another library collection (including the University Archives if appropriate), or discarding the items.

4.3 Materials are normally disposed of by commercial disposal/recycling companies.

4.4 If the donor requires, material which the Library does not wish to retain may be returned to the donor, normally at the donor's expense.

Approval Details

Guideline sponsor:	Associate Director, Information Resources
Approval authority:	Director, Library and Information Services
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