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## Collection Donation Principles

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These principles are intended to be read in conjunction with the [Collection Management and Development Policy](#)

### Purpose

These principles set out how Te Pātaka Kōrero – Victoria University of Wellington Library (‘the University Library’) manages offers of donation of published and original resources.

### Financial donations and bequests

Donors wishing to make a financial donation or include the University Library in their estate plans should contact the Development Office, [development-office@vuw.ac.nz](mailto:development-office@vuw.ac.nz) or phone 0800 842 534.

### Principles

- The University Library will consider all offers of donation in alignment with the Collection Management and Development policy.
- Any donated materials will be accepted with the understanding that the donor owns or has authority to donate the items.
- Donations can come from anyone and is not limited to only past or current members of the Te Herenga Waka – Victoria University of Wellington community.
- The Library reserves the right to decline a donation.
- Any donated items become the physical property of the Library. The University Library prefers unrestricted donations. Any restrictions on use must be determined and agreed in writing prior to a donation being received. Offers of rare, valuable, or unique resources will be referred to heritage and archive staff for consideration.
- The donation form must be completed and signed if the donation is considered significant.
- The donor is usually responsible for the transport of the donation to the Library.
- Alternative repositories may be suggested if the University Library considers the donation being offered could align with other collections.

### Tapuaka - Heritage and archive collections

Our heritage and archive collections, including the unique papers of academics and researchers, are retained within the Library in the J. C. Beaglehole Room (JCBR). We are interested in collecting material that is related to the University’s past and present, or to collections already held by Tapuaka.

In addition to the above principles, there are further considerations for donations of heritage or archive materials, including whether items:

- are rare or unique, for example, papers, notes, and notebooks;
- can be made open for use by researchers or students;
- could be considered sensitive – relates to living people, or where the subject matter may cause offence;
- are offered as an unrestricted transfer of ownership (however copyright may be retained by the creator), meaning we may dispose of, or transfer, parts of the collection to another more suitable repository if required. We would consider an embargo on any disposal or transfer;
- can be housed, cared for, and made accessible appropriately as part of our collections.

Formed collections of published material will only be accepted in rare circumstances – alternatively, we may recommend and support the development of a bibliography of published books or clippings.

#### **Donor recognition, acknowledgement and record keeping**

- Donors may request a letter of acknowledgement or choose to be notified via email.
- A bookplate recording the identity, or memorial, or honorary recognition of the donor will be inserted in each of the donated resources if requested.
- Recognition of the donation may be given publicly via Library displays, promotion or communication.