

## Collection Donations Policy

### Library Policy Group

#### 1 Purpose

The purpose of this policy is to provide a framework for the consistent management by the University Library of potential donations of published and original resources, as well as information for potential donors.

#### 2 Organisational Scope

This is a University-wide policy. Donors wishing to make lifetime gifts or bequests to the University Library valued at \$5,000 or more should contact the Development Office. The Development Office will liaise with the Library regarding the suitability of any collection donation and will arrange valuation of significant donations.

#### 3 Definitions

For the purpose of this policy the following definitions shall apply:

Collection	Resources, regardless of format, that are managed by the Library to support learning, teaching and research.
Collection Donation	Voluntary transfer of resources by a donor to the Library. Categories of donation may include: <ul style="list-style-type: none"> <li>(a) Small donation - one or more items (less than a carton) received without solicitation or prior arrangement.</li> <li>(b) Bulk donation - multiple items (up to 100) received from a single donor.</li> <li>(c) Significant donation - over 100 items or valued at \$5,000 or over.</li> <li>(d) Financial donation intended for the purchase of collection resources. Such financial donations are made via the Victoria University Foundation</li> </ul>
Library	All physical and virtual resources, services and spaces managed by the University Library.
Subject Level Collection Statement	Document used to inform selection principles, depth and breadth of subject coverage, levels of collecting, location and other pertinent factors to collections.

## 4 Policy Content and Guidelines

### 4.1 Principles

- (a) The Library welcomes donations of collection resources that extend and complement existing collections or add a new area of research.
- (b) Donating to the Library is open to anyone and not restricted to past or current members of the Victoria University of Wellington community.
- (c) Decisions to accept donations are made in accordance with the Collection Development and Management Policy. Rare and valuable resources are referred to the Special Collections Librarian for assessment and possible inclusion in the J.C Beaglehole Room. Consultation may also take place with the Development Office, in the case of significant donations and with academic staff working in the subject area.
- (d) The Library reserves the right to decline donations and manage unsuitable donations in an appropriate way. Where it is necessary to decline a significant donation, the reason will be provided in writing to the prospective donor. A donation may or may not be accepted “in toto” into the Library’s collections.  
*Note 1: Donations not suitable for the Library may be returned, offered to another library, given away or discarded.*
- (e) The Library prefers unrestricted donations. If the donor wishes to place limitations on their use or disposal, the Library may not be able to accept the donation.
- (f) The Library aims to balance the likely value of a potential donation against the costs of processing, cataloguing, conserving and storing the collection. Financial support to meet the costs associated with cataloguing, conserving and storing donated resources may also be sought. If received, such financial support would be gifted via the Victoria University Foundation.
- (g) Donations that have significant resource implications will require a formal donation agreement approved by the University Librarian.
- (h) Donated resources become the property of the Library and cannot be claimed back. They are generally integrated into existing collections rather than kept in separate collections.
- (i) Where copyright allows, the Library may decide to digitise or otherwise reformat donated resources for preservation or access purposes. Unpublished resources will not be digitised or reformatted without the permission of the copyright holder.
- (j) The Library will not appraise/value any donation for taxation purposes. The Victoria University Foundation will arrange valuation of significant donations.
- (k) The donor is normally responsible for the transport of the donation to the Library.
- (l) The University Librarian ensures compliance with the Policy.

#### **4.2 Acceptance Guidelines**

Exceptions may be made for rare, unique or heritage resources or resources of exceptional research value, however, the Library generally will not accept resources that fall into the following categories:

- (a) Resources more appropriate for a different type of library (e.g. public, school, or special) or age level.
- (b) Superseded editions of reference works or out-dated resources.
- (c) Resources in poor condition.
- (d) Duplicated resources (exceptions may be made in special circumstances).
- (e) Resources offered on loan.
- (f) Foreign language resources not relevant to courses offered or research undertaken at the University.
- (g) Popular fiction, trade hardcover paperbacks, condensed books or mass produced magazines.
- (h) Scattered volumes of multi-volume sets and short runs or single issues of periodicals unless needed to complete sets.
- (i) Resources that require significant restoration or conservation or unique storage, unless accompanied by appropriate funding.
- (j) Out-dated media formats such as LPs, cassettes, VHS, 33 1/3 and 78 sound recordings, slides, microform, etc.
- (k) Photocopies, facsimiles of original materials, off-prints of journal articles or book chapters, or compilations of web pages.
- (l) Personal, printed-on-demand, softcover editions of eBooks.
- (m) Self-published and vanity press publications unless they meet the collection criteria.

#### **4.3 Donor Recognition and Acknowledgement**

- (a) Significant donations will be recorded on the Development Office's donor database. The Development Office will write letters of thanks to donors and issue tax receipts.
- (b) A bookplate recording the identity, memorial or honorary recognition of the donor will be provided for each of the donated resources if this is the wish of the donor.
- (c) A public note may be added to the catalogue or holdings record detailing the donation details if this is the wish of the donor.
- (d) Recognition of the donation may be given publicly via Library displays, promotion or communication and, for significant donations, in the Victoria University Foundation's Annual Reports.

**4.4 Responsibilities**

- (a) Overall responsibility for the administration of this Policy rests with the University Librarian, with administrative responsibilities delegated to Collection Policy and Development Manager.

**5 References**

[Collection Development and Management Policy](#)

[Library Statute](#)

Subject level collection statements

Victoria University Foundation *Policies and Guidelines*

**6 Appendices**

[Appendix A: Donation form](#)

**7 Approval Agency**

Senior Leadership Team (SLT)

**8 Policy Sponsor**

University Librarian

**9 Approval Dates**

This policy was approved and takes effect on 2 July 2013

This policy will be reviewed by 2 July 2015

**10 Contact Person**

The following person may be approached on a routine basis in relation to this Policy:

Collection Policy and Development Manager

Ext. 5688