



Library Donations procedure

Section 1 - Preamble

(1) This Procedure is effective from 20 September 2006 and incorporates all amendments to 27 October 2014.

Section 2 - Purpose

(2) This Procedure outlines the processes involved in the University Library's receipt of donations.

Section 3 - Scope

(3) This Procedure applies to the University Library and the University community.

Section 4 - Policy

(4) This Procedure is pursuant to the [Library policy](#).

Section 5 - Procedure

(5) The University Librarian will accept offers of donations of Library Materials if they meet the following criteria:

- a. the donation supports the teaching, learning or research programs of the University, or the Library's Special Collections, including the [Alfred Deakin Prime Ministerial Library](#)
- b. the size, medium and condition of the donation will not result in unreasonable costs to the University in relation to processing, preservation or storage requirements
- c. the donation does not carry undue ownership or access restrictions.

(6) Where an offered donation does not meet these criteria, but may be of benefit to the University, the University Librarian may make a recommendation to the Vice-Chancellor to accept the donation.

(7) The University Librarian will encourage donors to provide resources for processing and preserving donated materials.

(8) The University Librarian will determine the priority and appropriate methods for processing and providing access to donated material.

Cultural Gifts Program

(9) The University Librarian will consider accepting donations made to the Library under the [Cultural Gifts Program](#). Where the University Librarian is willing to accept the gift, the donor is responsible for:

- a. arranging valuations from at least two approved valuers, at the donor's expense

- b. ensuring that valuations are obtained within 90 days before or after the donation to the University.

Valuation

(10) The University Librarian will:

- a. add Cultural Gifts to the Library collection at the approved valuation amount
- b. add all other donations to the Library collection at no value.

Disposal

(11) The University Librarian will dispose of donated material if it is judged inappropriate for the collection at any time.

Section 6 - Definitions

(12) For the purpose of this Procedure:

- a. [Cultural Gifts Program](#): a program which provides tax incentives to encourage gifts of culturally significant items from private collections to public art galleries, museums, libraries and archives.
- b. library material: as defined in the [Library policy](#)
- c. special collections: specialised research collections, including items that need special care, which are housed in the Library under controlled conditions.

Status and Details

Status	Current
Effective Date	1st February 2016
Review Date	1st February 2019
Approval Authority	Vice-Chancellor
Approval Date	27th October 2014
Expiry Date	To Be Advised
Responsible Executive	Liz Johnson Deputy Vice-Chancellor Education +61 3 92468303
Implementation Officer	Craig Anderson University Librarian +61 3 92517180
Enquiries Contact	Office of the University Librarian +61 3 52278221