

Purpose

The *Library Gifts and Donations Guidelines* ensure that financial donations and donations of material to the Library, for the purposes of supporting the University's teaching and research, are evaluated and processed in accordance with the *Collection Management Framework*.

Scope

The Library Gifts and Donations Guidelines refer and relate to financial donations and gifts of materials in all formats, including print, audio-visual, documentary and journals. These Guidelines will be made available to those wishing to donate to the Library for their information.

Financial gifts

Federation University Australia welcomes financial gifts to support collection development aligned to the University's teaching and research. Any limitations a donor may wish to place on expenditure of the gift should be negotiated and agreed by the University Librarian. If it is the case that a gift is declined on this basis, the prospective donor will be notified in writing of the reasons.

Donations

The University Library welcomes donations of material that will support research and teaching with the University, or may contain content which is either current or has ongoing historic value.

The Library reserves the right to decline or dispose of donated material. Should a donor require the return of donated material which is deemed by the Library as not suitable for placement in the Library collection, the Collection Management Librarian must be advised of such by annotating the *Deed of Gift of Library Materials Form* in the appropriate field. Arrangements can be made for the return of items as required.

Donations may not be accepted if the donor wishes to place restrictions on their use or disposal. Any such limitations should be negotiated and agreed by the University Librarian. If it is the case that a donation is declined on this basis, the prospective donor will be notified in writing of the reasons.

There is an inherent cost incurred in accepting donations of Library material including cataloguing, processing and storage. These factors will be taken into account during the decision making process. Once accepted, donated material becomes the property of Federation University Library and will not be returned to the donor at a later stage.

The material will be treated under the same collection management strategies as the existing collection.

Guidelines for donating

The Library prefers to discuss offers to donate with the donor prior to delivery. Once agreed to, small donations of material may be deposited at any campus library. Intending donors will be provided with a copy of the *Library Gifts and Donations Guidelines* for information and a *Deed of gift of Library Materials Form*, which should be filled out to accompany the donated material.

For large donations, it is preferred that a list of the titles (including author, publisher and publication date) should be provided to the Library to assist in decision making. If a list is not possible or feasible, the Library may receive the collection as a whole, but only retain what it deems appropriate to add to the collection. Large donations may warrant treatment as a special project to cover the cost of evaluation, freight, accessioning and cataloguing, in consultation with relevant Library and academic staff.

Library staff will provide information, assistance and appropriate documentation for acceptance of small donations. To discuss a significant gift, please contact the Collection Management Librarian, Mt. Helen Campus Library.

Telephone: 03 5327 8077

Email: r.clark@federation.edu.au.

Specific guidelines

Monographs

- The Library is unable to accept:
 - reference material or textbooks that have been superseded or are outdated
 - material that is in poor condition or in superseded formats
 - duplicates of material that the Library already holds in print or electronic format (you can check the catalogue at <http://library.federation.edu.au/>). (Note: additional copies of print titles will normally only be accepted if existing copies are in heavy demand, or are in poor physical condition).
- Donated materials will be processed into the collection/s in the same manner as those purchased. The Library will decide on the appropriate locations and determine issues of retention and future weeding according to its Collection Management framework.
- School based collections may be accepted subject to these guidelines.
- Donated audio-visual items, unpublished materials and computer software are dealt with under the terms of this policy.
- Donations may be accepted under the terms of the Cultural Gifts Program (see below).

Serials

Donated serials may be accepted provided the holdings are significant and complete. Donated serials may be stored off site, e.g. at CARM (CAVAL Archival and Research Materials Centre).

- Where there are no existing serials holdings:
 - donations of serials of less than five continuous years will not be accepted.
- Where there are existing serials holdings:
 - duplicate print copies will not be accepted
 - hard copy serials may be accepted if they complete existing holdings, or will add further value to the Library's collection.

Donations and tax benefits

In order to encourage gifts of significance to libraries, the Commonwealth Government has established a program under which Federation University Australia can accept significant donations. This program offers tax deductions for the market value of the donated material. Prospective donations under this program will be evaluated according to these *Guidelines* prior to acceptance.

Cultural Gifts Program

Under Subdivision 30-A of the Income Tax Assessment Act 1997, the Cultural Gifts Program provides tax incentives to encourage gifts of culturally significant items from private collections to public art galleries, museums, libraries and archives. The Department of Communications, Information Technology and the Arts

administers the program in accordance with the gift provisions of the income tax law and with the advice of an expert committee, the Committee on Taxation Incentives for the Arts.

Further information can be obtained at <http://www.arts.gov.au/cgp>

Responsibility

Associate Librarian, Collections and Access
Collection Management Librarian

Associated Documents

Library Collection Management Framework

Revised May 2016