

Purpose

The *Library Gifts and Donations Guidelines* ensure that financial donations and donations of material to the Library are evaluated and processed in accordance with the Federation University Library *Collection Management Framework*.

Scope

The *Library Gifts and Donations Guidelines* include financial donations and gifts of materials in all formats. These Guidelines are available on the Library website for anyone wishing to donate to the Library.

Donations of Material

The University Library welcomes donations of material that will support research, teaching and community engagement by the University or may otherwise be of value to the Library and the University.

The Library reserves the right to decline, or discard, donated material. Should a donor require the return of donated material which is deemed as not suitable for the Library collection, they should indicate this on the *Deed of Gift of Library Materials Form* or *Deed of Gift of Cultural Materials form*. Arrangements can be made for the return of items if 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 to in advance.

Once accepted, donated material becomes the property of Federation University. It will not be returned to the donor at a later stage, and will be managed under existing collection management strategies.

General 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 accepted at any campus library. Intending donors are advised to read the *Library Gifts and Donations Guidelines* as well as the Scope of the relevant cultural Collection (where relevant) for further information and to complete either a *Deed of Gift of Library Materials form*, or a *Deed of Gift of Cultural Materials form*, which should 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 prior to delivery 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 those items which it deems appropriate to add to the collection. Large donations which contribute significantly to the teaching and research goals of the University may warrant treatment as a special project to cover the cost of evaluation, freight, accessioning and cataloguing. To discuss a significant gift, please contact the Collection Management Librarian.

Telephone: 03 5327 8077

Email: acquisitions@federation.edu.au.

Specific guidelines for donating

Published works (Books, audio-visual material, print serials)

The Library will not 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.
- print serials may be accepted provided the holdings are significant and complete. Serials donations should be discussed with the Collection Management Librarian before delivering the items to the Library.
- donations may be accepted under the terms of the *Cultural Gifts Program* (see below).

Cultural collections (Artworks, manuscript material)

Donations of materials which enhance the University's cultural collections: Art Collection, Historical Collection or Gippsland and Regional Studies Collection, are welcome. The scope of each of these collections is available on the Library website:

<https://federation.edu.au/library/about-the-library/gifts-and-donations>

Financial gifts

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

Donations and tax benefits

To encourage gifts of significance to libraries, the Commonwealth Government has established the *Cultural Gifts Program* under which Federation University Australia can accept significant donations. This program offers tax deductions for the market value of the donated material. Please contact the Collection Management Librarian to discuss any potential donations under this program.

Responsibility

Associate Librarian, Collections and Access
Collection Management Librarian

Associated Documents

Library Collection Management Framework

Revised November 2021