

Donation of Materials to the Library

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1. Policy Statement

- 1.1 This policy documents the Library's terms and conditions for accepting donated materials from the public, NTU departments, staff, and students.

2. Background and Rationale

- 2.1 From time to time, the Library receives offers from the public, NTU staff and students to donate books and materials to the Library. However, due to space and resource constraints, the Library must be selective in accepting donation offers. This is, especially so for physical materials since electronic is still the preferred format.
- 2.2 Past donations range from single titles to extensive collections. They include personal papers, manuscripts, rare and collectible items, books, and audio-visual materials on specialized topics. Their conditions also vary.

3. Scope

- 3.1 This policy serves to guide all who wish to donate materials to the Library.

4. Definitions

- 4.1 The definitions of terms used in this document are as follows:

Materials:	Physical items such as books, audio-visual materials.
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Donors:	Individuals or organisations including governmental, non-profit, and cultural entities.
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5. Policy

5.1 General Selection Criteria

5.1.1 The Library evaluates all offers of donation based on the University's needs and the suitability of the materials for circulation in accordance with the selection criteria detailed in the *Collection Development Policy*.

5.1.2 Key considerations include:

- **Quality** – The item(s) should be of exceptional quality.
- **Authority** – The item(s) must provide authoritative and accurate information. Authors should be academically known in the field of expertise.
- **Usefulness** - The item(s) should be relevant to current and sustained research interest or course of studies.
- **Uniqueness** – The item(s) should contribute to the width and depth of the Library Collection or offer unique perspectives that fill collection gaps.
- **Readership level** – The item(s) must be primarily at the general academic, advanced academic and professional levels.
- **Language** – The item(s) should preferably be in the English language.
- **Physical Condition** – Item(s) must be clean, unmarked, and without missing pages. They should be free of pests, mould, and mildew. They must not require repairs or fumigation.

5.1.3 Materials not accepted include:

- Materials which Library already has a copy.
- Workbooks, assessment books and the like.
- Outdated and old editions of titles, especially textbooks.
- Media whose format is or turning obsolete.
- Materials whose copyright are unclear; and
- Materials that contain objectionable content or are on IMDA's Banned Publications List.

5.1.4 Exceptions may be made for items that possess significant cultural or heritage value.

5.2 Assessment of Items

5.2.1 The Library is unable to visit a donor to view and assess the potential donation.

5.2.2 The Library does not provide appraisal service. Donors may engage a professional valuer if they want their donation to be formally appraised.

5.3 Terms of Acceptance

5.3.1 All materials accepted will become the property of the Library. The Library reserves the right to:

- Add the items to collection.
- Convert content to another format so long as it is legally permissible.
- Determine the retention, location and other issues related to the use and disposal of materials accepted.
- Discard or dispose of items that are deemed not required.

5.3.2 The Library will acknowledge all donations as follows:

- Name of donor will be printed on a bookplate pasted on the item when it is added to collection.
- The bibliographic record of the item will also display the name of the donor.

5.3.3 The donor is responsible for packing and delivery of items, including any associated costs.

6. Implementation

6.1 Donors should fill up the Donation of Materials to Library Form (Annex A) to initiate the request.

7. Consulted Parties

7.1 The following have been consulted in the drafting of this document.

Name	Designation	College/School/Department
Ruan Yang	Lead, Resources, Discovery & Access	OIKLS

8. Related Legislation, Policies, Procedures and Guidelines

Type	Document Title (hyperlink to document if available)
Legal Document	Undesirable Publications Act (See Schedule under the Undesirable Publications (Prohibition) Order 2015) Singapore Copyright Act Revised Edition 2006 Singapore Films Act Revised Edition 1998
Standards and Guidelines	IMDA Content Standards and Classification

Policy	Library Collection Development Policy <i>(located at the NTU Policy Portal)</i>
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9. Responsible Parties and Contacts

Policy Owner: University Librarian

Responsible Office: Office of Information, Knowledge, and Library Services (OIKLS)

For clarification on this policy, please contact:

Name	Designation	Email	Telephone
Phoebe Lim Choon Lan	Senior Assistant Director	phoebelim@ntu.edu.sg	6316 8715
Wendy Ong	Head, Collection Development & Finance	wendy@ntu.edu.sg	6790 5969

10. Revision History

Version	Approved by	Approval date	Effective date	Sections Modified
1	OIKLS Library Management Committee	15 Nov 2019	15 Nov 2019	NA
1.2	OIKLS Library Management Committee	12 May 2023	12 May 2023	1, 2, 5

Donation of Materials to Library Form

- STEP 1: Read the Donation of Materials to Library Policy
 STEP 2: Complete form and email to acquisition@ntu.edu.sg. Call 6790 5214 for clarifications
 STEP 3: Our staff will contact you once we have received and reviewed your completed form.

Donor:	
Contact information:	

No.	Full Title / ISBN	Author / Publisher	Vol/ Issue/ Year	For Official Use
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

[] I acknowledge that the Library **reserves the right** to add or dispose of items that are not required by the library.

Date: _____

For Official Use	
Staff Name:	
Received on:	
Decision and Reason	