Book Donation Policy

1. Purpose

1.1 Donations (books, journals and other materials) that can broaden and enrich the University’s library collection are always welcome. The policy aims to set out the criteria adopted by the library in accessing potential donations.

2. Materials to accept

2.1 All donations will be evaluated based on the University’s needs.

2.2 Guidelines

   a) Collection development considerations for purchased materials will be applied (see Collection Development Policy [Print & AV]).

2.3 Publishers and Publications

   a) Works published by non-commercial publishers, such as, research centres, academic institutions, and policy institutes.

   b) Local works, especially those on Nanyang University.

   c) Works published by small or medium-sized Southeast Asian publishing houses.

2.4 Collection

   a) Extensive collection on a highly specialized subject or topic.

   b) Manuscripts and personal papers of individuals who have made significant contributions to the University.

   c) Rare and collectible books, such as, first editions, limited editions, autographed or dedication copies.

2.5 Condition

   a) Materials donated, except rare or valuable titles and manuscripts or personal papers, are to be in good condition, and do not require extensive repairs. They should be clean, unmarked, without missing pages and free of pests, mould and mildew.

3. Materials not accepted

3.1 Materials not accepted will include

   a) materials which the Library already has a copy;

   b) workbooks, assessment books and the like;

   c) outdated and old editions of titles, especially textbooks; and
d) media whose format is obsolete.

4. **Terms of acceptance**

4.1 All materials accepted become the property of the University Library.

4.2 The Library reserves the right to

a) review the materials before acceptance;

b) add items to collection;

c) convert contents to another format so long as it is legally permissible;

d) sell items at book sale;

e) give away as gifts; or otherwise

f) discard or dispose of items that are deemed not required by the library.

4.3 The Library will determine the retention, location and other issues related to the use and disposal of materials accepted.

4.4 The Library does not conduct evaluation or appraisal service. Donors are advised to engage a professional valuer if they want their donation to be formally appraised.

4.5 Donors may approach the Acquisitions & Collection Management division regarding their gift. The Donation of Library Materials Form is available [here](#).

5. **Acknowledgement**

5.1 All donations received will be acknowledged in writing.

5.2 Name of donor will be printed on a bookplate pasted on the item.

5.3 The Library will acknowledge on its website, donations of rare or special collections.