Guidelines for Donation of Library Materials

1. Contact the Library
   1.1 Donors may email the Resources, Discovery & Access (RDA) at acquisition@ntu.edu.sg regarding their donation.

2. Details on Items to be Donated
   2.1 Prior to emailing RDA, donors should fill in the Donation of Library Materials Form.
   2.2 Information required include the title, author, publisher, year of publication, and physical condition of items to be donated. The information will enable the Library to decide whether or not to accept the donation.
   2.3 If the number of items to be donated are too numerous to be listed, donors should provide a brief description of the collection. For example, size of collection, subject area of materials, and period of publication.

3. Viewing of Items
   3.1 In cases where the number of items to be donated is large, library staff may make a trip to the donor’s house to assess the collection. This is done mainly to gauge the condition of the books and to decide if the donation should be accepted in full or partially.

4. Packing, Pickup and Delivery
   4.1 Packing and delivery of items to be donated to the Library is generally taken care of by the donor.
   4.2 The materials can be passed to the staff at the counter of Lee Wee Nam Library or mailed to the following address:

   Nanyang Technological University
   Lee Wee Nam Library (Resources, Discovery & Access, Level 2)
   50 Nanyang Avenue
   Singapore 639798

   4.3 Requests for pickup of the materials by the Library will be assessed on a case by case basis.

5. Accepted items
   5.1 All donations which the Library accepts will be acknowledged in writing when it receives the items.
   5.2 Accepted items are not automatically added to the Library’s collection. A further assessment of the items will be done upon receipt of the items.
   5.3 For items that are not added to the collection, the Library reserves the right to sell them at book sales, re-gift them to other institutions, or discard them (as a last resort).
   5.4 Donors who wish to have their items back in the event they are not added to the Library’s collection can request for the items to be returned to them.
6. Acknowledgement

6.1 Name of donor will be printed on a bookplate which will be pasted on the donated item to be added to the collection.

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