

# 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, as the Library adopts an e-preferred collection policy.
- 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:

<b>Materials:</b>	Books, audio-visual items, and other content in physical or electronic formats.
<b>Donors:</b>	Individuals or organisations including governmental, non-profit, and cultural entities.

## 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 *Library 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.
- **Format** – The Library accepts materials in various formats, including print and electronic. Donors offering electronic materials may be asked to provide information on access rights and file compatibility.

5.1.3 Materials not accepted include:

- Materials which the Library already holds a copy.
- Workbooks, assessment books and the like.
- Outdated or superseded editions of titles, especially textbooks.

- Media in formats that are obsolete or becoming obsolete.
- Materials with unclear copyright status.
- Electronic materials with unauthorised or restricted access rights.
- 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.

5.2.3 The Library may request a list of items, including titles, authors, publication years, and formats, to conduct a preliminary assessment before accepting the donation.

5.2.4 For electronic materials, donated items should be in PDF format, with each file not exceeding 1GB in size. Additionally, donors may be asked to provide information on file formats, access rights, and any applicable licensing or usage restrictions.

5.2.5 Donors should ensure that electronic files are free from malware, viruses, or any form of digital corruption. The Library reserves the right to scan and reject files that pose security risks.

## **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 the library 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:

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

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

## 6. Implementation

- 6.1 Donors should complete the online [Donation of Materials to Library Form](#) to initiate the request.

## 7. Related Legislation, Policies, Procedures and Guidelines

Type	Document Title
Legal Document	<a href="#">Undesirable Publications Act 2020 Rev Ed</a> <a href="#">(See Schedule under the Undesirable Publications (Prohibition) Order 2015)</a> <a href="#">Singapore Copyright Act 2021</a> <a href="#">Singapore Films Act 2020 Rev Ed</a>
Standards and Guidelines	<a href="#">IMDA Content Standards and Classification</a>
Policy	<a href="#">Library Collection Development Policy</a>

## 8. 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:

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## 9. Revision History

Version	Approved by	Approval date	Effective date	Sections Modified
1	Library Management	15 Nov 2019	15 Nov 2019	NA
2	Library Management	12 May 2023	12 May 2023	1, 2, 5
3	Library Management	28 Oct 2025	28 Oct 2025	Minor updates: 4.1, 5.1, 5.2