

Donation of Materials to Library

Issued: 5 October 2007
Last review: 15 November 2019
Next review: 15 November 2022

Access category: Public

1. Policy Statement

- 1.1 This policy documents the terms and conditions for donating materials to the Library by the public, NTU departments, staff and students.

2. Background and Rationale

- 2.1 From time to time, the Library receives requests from the public, NTU staff and students who wish to donate their books and materials to the Library. The Library recognizes that donations may help to complement, broaden and enrich the Library's collections.
- 2.2 Potential donations can range from single titles to extensive collections. They can range from personal papers, manuscripts, rare and collectible items to books and audio-visual materials on specialized topics. Their condition also varies.
- 2.3 With limited space and resources, the Library must be selective in accepting donation requests. It is also important to provide clear terms and conditions to potential donors on how to request and how Library will handle donated items.

3. Scope

- 3.1 This policy is applicable to all who want 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

Donors: Individuals or organizations including governmental, non-profit, and cultural.

5. Policy

5.1 Assessment of Materials

- 5.1.1 The Library evaluate all donations based on the University's needs and the suitability of the materials for circulation.

- 5.1.2 Materials donated must be in good condition. They should 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 The Library is unable to visit a donor to view and assess the potential donation.
- 5.1.4 The Library does not conduct evaluation or appraisal service. Donors can engage a professional valuer if they want their donation to be formally appraised.
- 5.1.5 Materials not accepted will include:
 - 5.1.5.1 Materials which Library already has a copy;
 - 5.1.5.2 Workbooks, assessment books and the like;
 - 5.1.5.3 Outdated and old editions of titles, especially textbooks;
 - 5.1.5.4 Media whose format is obsolete;
 - 5.1.5.5 Materials whose copyright are unclear; and
 - 5.1.5.6 Materials that contain objectionable content or are on IMDA's Banned Publications List

5.2 Terms of Acceptance

- 5.2.1 All materials accepted become the property of the Library. The Library reserves the right to:
 - 5.2.1.1 Add the items to collection;
 - 5.2.1.2 Convert content to another format so long as it is legally permissible;
 - 5.2.1.3 Discard or dispose of items that are deemed not required
 - 5.2.1.4 Determine the retention, location and other issues related to the use and disposal of materials accepted.
- 5.2.2 The Library will acknowledge all donations as follows:
 - 5.2.2.1 Name of donor will be printed on a bookplate pasted on the item
 - 5.2.2.2 The bibliographic record of the item will also display the name of the donor
- 5.2.3 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. 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

8. Responsible Parties and Contacts

Policy Owner: Director, Office of Information, Knowledge and Library Services (OIKLS)

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

For clarification on this policy, please contact:

Name	Designation	Email	Telephone
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9. Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	OIKLS Library Management Committee	3 Jan 2020	3 Jan 2020	This policy replaces: PA-ACM-140808-0-A Donation of Library Materials dated 1 Sep 2014 PP-ACM-140808-0-A Guidelines for Donation of Library Materials

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 ONLY
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 ONLY	
Staff Name:	
Received on:	
Decision and Reason	