



Library Donations Policy

Policy Area: Library Services

Approval: Executive Principal

Signature:

Date:

1. PURPOSE

The purpose of this *Library Donations Policy* is to set out the guidelines under which the Sheridan Library and the Sheridan Law Library will accept any donations of materials; and to clarify how the donated materials will be managed by the Sheridan libraries.

2. DONATED MATERIALS ACCEPTED

The Sheridan libraries require that donations should be consistent with the Institution's teaching and research activities. In general, materials should fall within the scope of the Institution Libraries' Collections Development Policy guidelines:

- Materials should be in good physical condition;
- Materials donated (considered by the Institution's libraries) should be current, relevant and useful;
- Exceptions to this rule are materials which are considered to have historical or research value.

3. TRANSFER OF OWNERSHIP

Donations are only accepted on the understanding that the materials becomes the property of the Sheridan Institute of Higher Education, and may not be claimed back at a later date.

- Donations will only be accepted upon completion of the Donations Form, which is available to donors at Sheridan Library and on the Sheridan Library's webpage.

4. RIGHTS OF OWNERSHIP

The Sheridan libraries reserves the right to dispose of any donated items which duplicate parts of existing collection or which do not merit inclusion on grounds of condition or scholarly value. These donations will be offered to other institutions, individuals or appropriate places such as a charity, or will be discarded.

5. CONDITIONAL DONATIONS

The Sheridan libraries generally does not accept donations with conditions attached. As such, donations will generally not be accepted if the donor wishes to place any limitations or restrictions on the use or disposal of the materials.

6. ACKNOWLEDGING DONATIONS

Donors can request the Sheridan libraries to acknowledge their donated materials by placing the donor's details in the items. Where it is necessary to decline a donation, our reasons for declining will be explained to the prospective donor.

7. MATERIALS NOT ACCEPTED

- Outdated informational materials (e.g. technological, tax, investment, medical, educational, legal, etc.).
- Materials that are grimy, musty, or mildewed.
- Materials with torn pages, or have been written into them.
- Printed journals not within the scope of the Collection Development Policy's guidelines.
- Pirated materials (e.g. DVDs, digital copies, etc.).

8. MATERIALS ACCEPTED

- Non-fiction materials with current information.
- Materials in good condition.
- Scholarly information.

9. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Library Donations Policy

Source

Documents:

**Associated
Internal**

Documents:

**Associated
External
Documents** Library Collection and Development Policy

University of Notre Dame Australia. (2016). *Policy: University Library donations*. University Library - University Library at The University of Notre Dame Australia. https://library.nd.edu.au/ld.php?content_id=8175433

**Authorised
Officer:** Lizelle Smith

Approved by: Director of Library and Information Services

Date of Approval:

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1.00	28/10/2022	Lizelle Smith	