

ADA University Library Library Gifts and Donations Acceptance Policy and Procedures Document No. LPPC1018

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Paragraph 1. General Rules for Monographs and Related Materials

- 1.1. The Library accepts gifts to enhance its collections. These may be resources that could replace missing or damaged issues or whole collections of monographs and related materials (Audio/Video DVD, VCD). The gifts must be cataloged, processed, shelved and cared for.
- 1.2. The Library is liable to act efficiently and responsibly in the handling of resources and the spending of funds. That is, the Library reserves the right to refuse any gift offer or conditions of donations that are incompatible with the Library's mission and strategy. Thus, the Library representative informs all donors that the only Library will decide whether the materials are accepted and located in the Library or eventually exchanged, donated and discarded. The Library Director and acquisition librarian should discuss the content and context of resources with donors before accepting them. If the gifts are appearing in highly duplicative character (particularly in the cases of serials) or unsuitable for ADA University Library collections, alternative recipients may be suggested.
- 1.3. The Library is particularly open to rare and special information materials suitable for its collections. The Library is endeavoring to become a unique and recognized information resource center in certain areas in which retrospective collections are important, especially the fields such as diplomacy, economics, literature, politics, etc.

Paragraph 2. General rules for Serials

- 2.1. Replacement copies of serials are always welcome. Long runs of journals to which the Library does not currently subscribe will only be considered if extremely relevant to current programs and research. Gift subscriptions may be considered but only if unconditional and with some guarantee of ongoing support from the donor.

Paragraph 3. The Main Index Requirements of Acceptance

The following core requirements should apply to the acceptance of donations and gifts to the Library:



- The appropriateness with the ADA University's academic mission;
- An academic significance of the content and context;
- Novelty of the resource;
- The copyright protected and licensed resource;