

LIBRARY DONOR'S DECLARATION



Thank you for your offer to donate materials to the University of Notre Dame Australia libraries. In order to accept the offer we require you to have read the donations policy on the reverse of this form, provide some personal details to enable us to acknowledge the donation and sign the statement on this page. Any questions about your donation can be directed to the staff at any of the library helpdesks.

CONTACT DETAILS

NAME:					
STREET ADDRESS:					
SUBURB:		STATE:		P/CODE:	
TELEPHONE:			FAX:		
EMAIL:					

ACKNOWLEDGEMENT

IF YOU DO NOT WISH TO HAVE THE DONATION FORMALLY ACKNOWLEDGED
PLEASE TICK THE RELEVANT BOXES:

NO LETTER OF ACKNOWLEDGEMENT REQUIRED

BOOKPLATES NOT REQUIRED

DONOR'S STATEMENT

I hereby donate and convey to The University of Notre Dame Australia all rights, title and interest that I possess in the following materials. I am the sole owner of the materials described above and that I have full right, power and authority to give the materials to The University of Notre Dame Australia.

I understand that the library can not provide valuations of donated materials. I understand that the location, retention and cataloguing and preservation of the materials or other considerations relating to their use or disposition are at the discretion of the library, and that materials added to the collections shall be accessible to all persons qualified to use materials in the library.

I have read the attached donations policy.

SIGNATURE:		DATE:			20____
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The University Library requires that donations should be consistent with the University's teaching and research activities. In general, material should fall within the scope of the University Library's collection development policy, be in good physical condition and contain content considered to be current. Exceptions to this rule are items considered to have historical or research value.

Conditions of Acceptance

Donations are only accepted on the understanding that the material becomes the property of the University of Notre Dame Australia, and may not be claimed back at a later date.

What will happen to donations which are not wanted?

The University's libraries reserve the right to dispose of any items which duplicate parts of the existing collection or which do not merit inclusion on grounds of condition or scholarly value. These donations will be offered to other institutions or other appropriate places such as a charity.

Can donors place restrictions on the use of donations?

The University's libraries cannot accept conditional donations. As such, donations will not be accepted if the donor wishes to place any limitations or restrictions on their use or disposal. It is Library policy that donated material is integrated into the existing collections, and is subject to the same conditions of use as the rest of those collections.

Who decides what is integrated into the collection?

The decision on which materials are accepted will be made by the Liaison Librarian specialising in that subject area. The Library Manager will be consulted about the donation of large or significant collections. Where it is necessary to decline a donation, our reasons for declining will be explained to the prospective donor.

When will donations be integrated into the collection?

Funds for cataloguing are used firstly for high use materials, so donations may be left uncatalogued for some time, unless a Liaison Librarian puts forward a proposal for urgent cataloguing of a specific donation.

What acknowledgement will be made by the University regarding the donation?

Donors will be sent a letter acknowledging the gift and the donated materials will have a University bookplate inserted in them to acknowledge the donor's generosity. Donors who do not wish to have the donation acknowledged can specify this on the donation form attached.