

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 by the libraries to be current. Exceptions to this rule are items considered to have historical or research value.

What are the general conditions of acceptance for donations?

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. Donations will only be accepted upon completion of the Donations form, which is available to donors at each library helpdesk.

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 Director Library Services 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.

Does the University pay for valuations of donations ?

The Australian Taxation Office's cultural gifts programme offers donors to approved not-for-profit organisations the opportunity to receive a tax deduction for the value of the donation in the year in which the donation is made. The programme requires the receiving institution to be able to submit two written valuations from approved ATO valuers. Such valuations are difficult and costly to obtain. While UNDA is a registered organisation for the purposes of the programme we do not make it widely known that donors can take advantage of the scheme for the simple reason that the donation must be a significant one to justify the expenses involved in obtaining the valuations. In cases where donors request that their donation be treated in this manner the request must be referred to the Director Library Services for a decision. The donor must not be encouraged to believe that we will agree to pay for a valuation.

Does the University pay for the collection of donations ?

In most cases we would expect donors to deliver small donations to the receiving library. In cases where donors request that we collect their donation or pay for a courier to collect the donation we must be careful to determine that we wish to accept the donation and that the cost of collection is reasonable. Requests for collection must be referred to the relevant library Manager for a decision.