



SOP CODE XLI-016-03	SOP TITLE BOOK DONATIONS (GENERAL COLLECTION)
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PART 1

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PART 2

<p>Approver</p> <hr/> <p>MR KEVIN J. ELLUL</p> <p>DIRECTOR LIBRARY SERVICES</p>	
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PART 3

<p>Authoriser</p> <hr/> <p>MR SIMON SAMMUT</p> <p>UNIVERSITY SECRETARY</p>	<p>Date of issue: 02/07/2024</p> <p>Date of next revision: 02/07/2028</p>
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PART 4 (To be filled in by OOTS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

- 1.1 Title Updated.
- 1.2 Change in Procedure.
- 1.3 Updated web links.
- 1.4 Change of author.

2. Purpose and scope

2.1 This procedure outlines the process for managing book donations to the Library.

3. Definitions

- 3.1 Donor: A person who donates publications to the Library.
- 3.2 JCL : Junior College Library.
- 3.3 UM: University of Malta.

4. Responsibilities

4.1 Roles and responsibilities of donor:

4.1.1 Anyone wishing to donate publications to the UM Library must first read the Library's Gifts and Donations Policy (Appendix I), available on the Library website.

4.1.2 For contributions to the Library's general collection, donors must complete and submit the Donations form (Appendix II) and include an Excel file with the following details for each publication:

- title
- author
- edition
- date of publication
- ISBN

4.2 Roles and responsibilities of the Head of Acquisitions' Department:

4.2.1 Reviews all entries submitted via the Library Donations Policy form.

4.2.2 Verifies if the publications listed in the attached Excel file are relevant to the Library's general collection. Any publications more suitable for the Junior College Library (JCL) should be forwarded to the Head of the JCL. Other donations that seem fit for special collections should be forwarded to the Library's Special Collections Department.

4.2.3 Communicates with the person wishing to donate books, informing them of the books eligible for donation.

4.2.4 Arranges for the pickup or delivery of the publications.

4.3 Roles and responsibilities of the Head of the Junior College Library:

4.3.1 Evaluates any list of publications forwarded by the Head of the Acquisitions Department, and advises on which publications should be retained.

5. Health and Safety requirements

5.1 N/A

6. Procedure

6.1 Prospective donors provide the pertinent list of titles and details via the Library's Donations Policy Form.

6.2 Upon receiving the list of potential publication donations, the Acquisitions Department will initially verify if copies of the publications are already available in the UM Library. A second copy of a book that is already available in the collection will only be accepted if the existing copy is frequently borrowed. Books are chosen based on their relevance to the subject matter and publication date.

6.3 Publications deemed more suitable for the JCL are forwarded to the Head of Section at the JCL for review.

6.4 Publications within the scope of special collections are managed by the Special Collections Department.

6.5 In instances where librarians lack sufficient expertise in a subject and cannot determine the academic relevance of a publication, they will verify if the book is available in other reputable foreign academic libraries, such as the Library of Congress Catalogue.

6.6 The Acquisitions Department notifies the donor by email about which publications they wish to add to the library's collection. Arrangements for the pickup or delivery of the publications are then made.

6.7 The publications are then added to the collection, and if desired, a donation plate acknowledging the donor is attached to each publication.

7. References

- 7.1 University of Malta Library. (n.d.). *University of Malta Library*. University of Malta. <https://www.um.edu.mt/library/> [Accessed 6th June 2024].
- 7.2 Library of Congress. (n.d.). *Library of Congress Online Catalog*. <https://catalog.loc.gov/vwebv/searchBasic> [Accessed 6th June 2024].

8. List of appendices

- 8.1 Appendix I: Gifts and Donations Policy.
- 8.2 Appendix II: Donations Policy Form.

Appendix I: Gifts and Donations Policy



Gifts and Donations Policy

University of Malta Library

January 2024

General introduction

This policy is intended to set out the principles that the University of Malta (UM) Library will follow when accepting donations of information material or archival content.

The UM Library welcomes donations of information material or archival content for educational and research purposes in line with the guidelines and conditions outlined in this policy. Accepted material should support the teaching and learning programmes, research initiatives and/or contribute towards the curation of the national heritage.

The policy is organised in 2 sections: **General Collection** which governs materials such as books, periodicals and reference resources that fall within the remit of the University Library; and **Archives and Rare Books Section** which aims to acquire rare printed books, manuscripts and collections by donation, particularly unpublished personal papers, correspondence, diaries, photographs and scrapbooks that fit within the scope of the Library's collection development policy and that complement existing collections.

Section 1: General Collection

Introduction

This section of the donations policy outlines the principles and guidelines that govern the acceptance of materials into the General Collection. By adhering to these guidelines, it is ensured that the UM Library's collection remains relevant, balanced, and aligned with the academic pursuits of the institution.

Potential donors can find relevant information pertaining to the criteria employed by the Library when accepting materials, the types of materials sought, and the process by which donations are evaluated and integrated into the collection.

Guidelines for acceptance of donations

Anyone wishing to contribute material to the general collection is kindly requested to complete the [Donations Form](#) and include an Excel file with the information specified below for each book:

- title
- author
- edition
- date of publication
- ISBN

Once the form is submitted, an acknowledgment email will be sent.

Acquisitions staff thoroughly evaluates materials before being accepted. Items should not be left at the Circulation Desk without prior approval.

The Library reserves the right to accept or refuse prospective donations; acceptance is at the discretion of the Acquisitions Department and/or the Library Management.

Once the donation is accepted, it will become part of the Library's collection. While the wishes of donors will be given consideration, potential donors cannot impose any kind of restrictions or special conditions, barring exceptional circumstances. Donors must agree to pass items as the exclusive property of the University on the basis that the Library may deal with the item/s freely, at its discretion, for any purpose, including circulation, retention and disposal.

Once a donated item is accepted, a book plate acknowledging the donor may be inserted and the item is duly processed and located at the Main Library or at one of the branch libraries.

The following items will not be accepted:

- Photocopied material.
- Publications which are not related to University's teaching programmes or research initiatives.
- Duplicate items - the Library will discard duplicate copies, unless the version of the donated book is in high demand or is of a later edition than the item held at the Library.
- Material which is not in good physical condition.
- Items in obsolete or inaccessible format such as floppy disks.
- Out-of-date material.
- Items which are not of academic nature and do not support the University's teaching programmes or research initiatives

Section 2: Archives and Rare Books

Donations and Bequests

Introduction

Special collections are those collections bequeathed or donated to the University of Malta (UM) Library by alumni, scholars and other Maltese personalities who, in one way or another have made a name for themselves in the social, political or literary fields. Our mission is to manage, preserve, and enhance visibility and access to these collections. Subsequently, this policy sets out the purpose and procedures to enrich these collections.

Donations, or internal transfers of books, manuscripts and archives will be assessed on a case-by-case basis. The criteria employed to assess content include:

- Relevance to the teaching and research initiatives of the UM
- Condition of the content
- Multiple copies - unless there are clear and specific reasons, such as Rare Books with copy-specific provenance information
- Special conditions imposed by donors (such as long term or permanent loan)
- Embargoes - will be discussed on a case-by-case basis

Once content is accepted, the donor is required to sign a Donation Agreement with the UM, specifying the terms of the donation, prior to the transfer of any material. Subsequently, the UM becomes the owner of the said collection. When possible, copyright should also be transferred to the Library.

Potential donors are encouraged to contact the Library Director with details of any proposal.

Appendix II: Donations Policy Form

Donations Policy Form

Anyone wishing to contribute material to the UM Library collection is kindly requested to complete the Donations Form. Once material is donated, it will become the property of the University of Malta Library. Material has to be delivered to the UM Library by the donor unless there is a specific agreement between the donor and the Library.

The name, email address and photo associated with your Google Account will be recorded when you upload files and submit this form

* Indicates required question

Email *

Record my email address with my response

Name and Surname *

Your answer

Contact Number *

Your answer

Quantity of Donated Material

Kindly list down number of books or boxes to be donated.

Your answer

Donation plate *

Do you wish to have a donation plate included with each publication, as a token of our gratitude for your contribution to the UM Library? The plate will bear the inscription: "Donated by *your name* *year of donation*"

- Yes
- No

List of donated material (to be uploaded) *

Please upload an excel file listing down resources to be donated including ISBN, title of book, author, edition if applicable and date of publication.

[Add File](#)

Any additional comments

Your answer

[Get link](#)

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