

UTS: LIBRARY

---

# DONATION OF MATERIALS FORM

---

## GUIDELINES

---

The University Library requires that donations should be consistent with the University's teaching and research activities. In general, material should be in good physical condition and have a recent publication date or 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 basis that the accepted material becomes the property of the University Library.

As a general principle, the University Library will not accept conditional donations. All accepted materials are integrated into the existing collection. Materials not generally fitting the guidelines include: outdated textbooks, newspapers, popular magazines and incomplete runs of serials. The Library reserves the right without further consultation, to dispose of any items which are later considered not to fit the guidelines for acceptance, to other institutions or appropriate places.

### Acknowledgment of Donations

A bookplate will be inserted in each item unless you indicate otherwise on the form below.

All persons wishing to donate material to the University Library are requested to complete and sign this form which is available on the University Library's Home page. You may access the complete **Library Donations guidelines** at <http://www.lib.uts.edu.au/about-us/policies-guidelines>

---

### Donor's Contact Details

**Name:** \_\_\_\_\_

**Postal Address** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Do you wish to have a bookplate added with your name as the donor? **YES/ NO**

Do you wish to secure a taxation benefit under the Cultural Gifts Program for this donation?

**YES / NO** \_\_\_\_\_

(See Cultural Gifts Program [http://www.arts.gov.au/tax\\_incentives/cgp](http://www.arts.gov.au/tax_incentives/cgp))

I certify I have authority to donate the items described on the attachment and that I understand that they will be accepted in accordance with the University Library's Materials Donations guidelines.

**Donor's Signature:** \_\_\_\_\_

**Date:** ...../...../.....

### Material for donation

Please attach a list of the items giving the following details -

Author	Book or journal title	Publisher	Date of publication	ISBN or ISSN
Eg David, Guthrie	Public Relations: A values- driven approach	Allyn and Bacon	2002	0205359698

#### HOW TO DONATE ITEMS

Please hand the donation/s and this completed form to staff at the **Enquiries and Loans Desk, UTS Library.**

#### CONTACT

If you have any questions relating to your donation, please *Ask a Librarian* at <http://www.lib.uts.edu.au/help/ask-librarian>

---