



L-Università
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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Rare Books Section** which aims to acquire rare printed books, manuscripts and collections by donation, particularly unpublished personal papers, correspondence, diaries, photographs and scrapbooks that fit within the scope of the Library's collection development policy and that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.