



## STANDARD OPERATING PROCEDURE

<b>SOP NUMBER</b> <b>XLI-016-02</b>	<b>BOOK DONATIONS</b>
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*PART 1*

<b>Author</b>	
MS RAELENE GALEA	
HEAD OF ACQUISITIONS DEPARTMENT	

*PART 2*

<b>Approver</b>	
MR KEVIN J. ELLUL	
DIRECTOR LIBRARY SERVICES	

*PART 3*

<b>Authoriser</b>	<b>Date of issue:</b>
MR SIMON SAMMUT	
UNIVERSITY SECRETARY	<b>Date of next revision:</b>

*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 This procedure has been revised and is no longer valid as from:  (Write date)	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 SOP Updated as per new template.

**2. Purpose and scope**

2.1 This procedure will describe the handling of book donations to the Library.

**3. Definitions**

3.1 Donor: A person who donates publications to the Library.

3.2 JC: Junior College.

3.3 UM: University of Malta.

**4. Responsibilities**

**4.1 Roles and responsibilities of the donor:**

4.1.1 Any person who wishes to donate publications to the UM Library is asked to first compile a list with the details of the publications s/he wishes to donate (including ISBN number). The list is to be sent to the Head of the Acquisitions' Department.

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

4.2.1 Checks whether the publications are relevant to the UM Library.

4.2.2 Communicates with the person who wishes to donate books, informing him / her which books will be accepted for donation.

4.2.3 Organises pick up or delivery of the publications.

**5. HEALTH AND SAFETY REQUIREMENTS**

5.1 N/A

**6. PROCEDURE**

6.1 When the list of possible publication donations is sent to the Acquisitions' Department, the Head of this department will first check whether copies of the publications are already available at 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.

- 6.2 The Head of the Acquisitions Department liaises directly with the donor in order to organise the collection of the publications. Donors can either deliver the publications to the UM Library themselves or the Head of the Acquisitions Department liaises with a Library Support Officer to pick up the publications from the donor.
- 6.3 Books are selected according to subject relevancy and publication date. Books that are not accepted are either not sent to the UM Library or the UM library sends these books to the Junior College. Once a year a welfare committee at the JC organises a book sale and all proceeds go to a different charity each year.
- 6.4 In certain cases where the librarian is not experienced enough in a subject and therefore cannot decide whether a publication is academically relevant or not, the Librarian will check whether the book is available in other reputable foreign academic libraries. Catalogues consulted include the UK Union Cat, British Library Catalogue and World Cat.
- 6.5 The Head of Acquisitions sends an acknowledgement via email to the donor on behalf of the Director and Deputy Director.

## **7. REFERENCES**

- 7.1 KVK- Karlsruhe Virtual Catalog (2017), Available at <http://kvk.bibliothek.kit.edu/?kataloge=COPAC&kataloge=BL&kataloge=WORLDCAT&lang=en&digitalOnly=0&embedFulltitle=0&newTab=0> [Accessed 18<sup>th</sup> September 2020].

## **8. LIST OF APPENDICES/WORKSHEETS**

- 7.1 N/A