

Collection Donations Policy



Version: 1.0

Last Amendment:

Approved by: Executive

Policy owner/sponsor: Director, Library Services

Policy Contact Officer: Coordinator, Collection Development & Acquisitions

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Next review: 31.12.2018

1. Summary

The policy provides a framework to manage offers of donations of published and original material consistently and systematically across the Library.

Context of the Policy

One of the principal responsibilities of the State Library is to collect, maintain and preserve the documentary heritage of New South Wales. This encompasses developing the Library's research level holdings of material relating to the history, life, culture and achievements of people associated with NSW.

The Mitchell and Dixon Libraries form a world-renowned research collection relating to Australia, especially New South Wales. Collection strengths include exploration of the Pacific from the earliest times, inland exploration of Australia, Australian literature, Australian theatre, Australian arts, Australian architecture, Indigenous studies, Australian sport, the natural history of Australia, biography, exploration of Antarctica, and the history of the south-west Pacific Region for the eighteenth and nineteenth century.

The Mitchell Library was founded on the collection of David Scott Mitchell (1836-1907), Australia's greatest collector of Australiana. The collection continues to grow through deposits, purchases and donations. The Dixon Library is not added to and was the personal collection of Sir William Dixon (1870–1952).

The State Reference Library serves the community as a key source of information by developing collections and providing online access to meet the information needs of the people of New South Wales. This large reference collection contains a broad range of both historical and current research material with collection strengths including history and literature, business and management, social sciences, applied science, biography, health and law. An increasing number of electronic reference resources including e-journals and online databases are available providing access to

full text journals and newspapers. The collection continues to grow through a range of targeted acquisition strategies

2. Policy statement

The State Library accepts offers of donations of published and original materials for the Mitchell Library as part of an overall acquisitions strategy aimed at strengthening the Library's historical and research collections.

Donations must meet one of the collecting priorities for inclusion into the Mitchell Library. These are:

Mitchell Library Collecting Priorities

1. Material originating in New South Wales
2. Material about New South Wales
3. Material authored by the citizens of New South Wales
4. Material of significance about Australia
5. Material that is associated with an individual who is significant in NSW history
6. Material about Antarctica
7. Material about the 18th and 19th century south-west Pacific Region
8. Material that adds to a Mitchell Library collection strength

Donated published material that falls outside the Library's priority collecting areas, is duplicate to the collection, is in poor condition or is otherwise not required for the collection may be discarded or passed on to another library. In the case of original materials, material assessed as unsuitable for the collection will be dealt with in accordance with the donor's instructions as outlined in the *Assessment of Materials for Acquisition by the State Library of New South Wales* form.

Offers of donations are not accepted for the State Reference Library collections with exceptions for Shakespeare, Cervantes and NSW newspapers.

Rare books or other significant material printed overseas may also be individually assessed for inclusion into the State Library collections. The decision for approval of these items is coordinated by the Coordinator, Collection Development & Acquisitions.

Offers of donations can be made by following the instructions on the Library's Collection Donations Page located at:
<http://www.sl.nsw.gov.au/about/donations.html>

Offers of donation must include a signed *Donations Declaration* form in the case of published materials or a completed *Assessment of Materials for Acquisition by the State Library of New South Wales* form in the case of original materials.

Planned gifts, such as bequests or donations of cultural significance from private collections to a public institution, are not covered by this policy. Information on these kinds of donations can be found at:

<http://www.sl.nsw.gov.au/about/support/bequests.html>

3. Legislative and Policy Framework

- *NSW Library Act 1939*
- *NSW Copyright Act 1879 (Legal Deposit Provision, ss5-7)*
- *State Library Collection Acquisitions Policy*
- *State Library Collection Development Policy*
- *State Library Retention and Disposal Policy for Collection Material and Donations*

4. Responsibilities

Executive Committee members are responsible for leading the implementation of the Collection Donations Policy including its conformity to legislative and other compliance requirements, communicating this policy to managers and supervisors and other relevant activities regarding the implementation of the policy.

Managers and supervisors are responsible for managing processes relevant to the Collection Donations Policy and communicating this policy to staff and clients.

Staff members are responsible for understanding and complying with this policy and communicating this policy to clients.

5. Approval

This policy was approved by The Library's Executive Committee on 19 December 2011 for immediate implementation.

6. Implementation

This policy is implemented on 19 December 2011.

7. History

This policy replaces the Donations section of the State Library Retention and Disposal Policy for Collection Material and Donations.

8. Related Policy

This policy is related to:

Collection Acquisitions Policy

State Library Collection Development Policy

State Library Retention and Disposal Policy for Collection Material and Donations

9. Prepared by:

Coordinator, Collection Development & Acquisitions and the Collection
Development Librarian
06 December 2011

10. Document History and Version Control

Version number	Date approved	Approved by	Brief description
1.0	19 December 2011	Executive Committee	First release