

# TNNLU Library

## Policy on Donation

Donation implies donation/gift of materials like books and other printed resources (both old and new), manuscripts, artifacts, money etc. It also connotes donation to and from the TNNLU Library and Museum.

### I. Donation to the Library

The Library welcomes donation/gifts of documents that are appropriate to the Library's role in meeting the academic ends of the University. The donated materials must correspond to the general scope of the Library's Collection Development Policy. In other words, donations are accepted applying the same criteria as purchased material. An unwanted book will cost adversely to the University in terms of space, maintenance and frustration to the users.

#### 1. The Library accepts

a) Materials like books, journals (complete set), conference papers, reports, manuscripts, archival materials useful to the Library and/or Museum, materials related to the University's history like university publications, photographs, manuscripts and other records and any other materials the authority feel as useful.

b) Monetary donations: Monetary gifts to TNNLU Library will help support and expand the resources and services available to students and scholars in the forms of purchase of materials for the collection, new furnishings, renovation projects and the like.

#### 2. The Library does not accept

- Duplicate copies of materials already held by the Library,
- Textbooks unless they are currently used in courses at TNNLU,
- Superseded or outdated editions of books, encyclopedias etc,
- Damaged books (like water damage, insect damage, fungus-affection, torn pages, highlighted and underlined pages etc.),
- Audio cassettes and vinyl recordings (unless relevant to the Museum), albums, pamphlets, brochures, and non- standard size/ tiny books,
- Single issues of journals and magazines.

### 3.The Procedure of Acceptance

a) The decision to accept gifts for addition to the Library's collection will be made by Library Committee or the sub-committee constituted by the Library Committee for the purpose. The designated committee will review the list received from donors and/or physically check the collection (if feasible) before identifying the materials and finalizing their recommendation.

b) Those interested in donating materials to the library may prepare and submit a list for pre-approval. In other words, indented materials for donations will not be received in the library before approval. The submitted list should include the following information: title, author, edition, price (printed), ISBN number (if any), year of publication, and condition of the material.

c) On finalization of the list by Library Committee and approval of the Vice-Chancellor, the recommended books will be requisitioned from the donors at their expense. Due acknowledgement will be sent.

d) The accepted books will be entered in the *Gratis* register of the Library, processed and merged with the other books for servicing.

e) The Library reserves the right to evaluate and make decisions as to the ultimate disposition of donated materials at any point of time and does not make any assurances to permanently retain donated items or return them to the donor.

## **II. Donation by TNNLU Library**

Materials withdrawn, from time to time, from the Library, including materials received as donations, will be distributed to the TNNLU academic community on first-come-first-served basis. However, large stock of withdrawn materials, including donated ones, will be disposed off as per the mechanism decided by the Vice- Chancellor.

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