





WCCN

## Library Donations Guideline

Doc. Number	WCCN/2019/38
Date Issued	2019/07/02
Revision	

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Approved by	Position	Signature	Date
College Senate	Head of Academia		2019/06/22

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/15	Re-branding	Dr T M Bock
2025/01/13	Annexure 1- names of policies	Miss N. Vajat
2025/01/13	Edited page numbers	Miss N. Vajat

### SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy



**1 INTENT**

To develop clear procedures for handling and evaluating donations to WCCN libraries.

**2 SCOPE**

This guideline is intended for use by WCCN libraries and part of the quality assurance system of the WCCN. Receiving donations aligns with the collection development policy and the responsibility to review donations lies with the campus librarian.

**3 PURPOSE OF GUIDELINE**

Whilst donations are free of acquisition costs, they are not without costs (cataloguing, processing, maintenance, etc.) to the library. The purpose of this guideline is to provide best practices when dealing with donations.

**4 DEFINITIONS**

The following definitions apply to the policy development

**4.1 Library Collection-** A collection of information sources, made accessible to a defined community for teaching, learning and borrowing purposes.

**4.2 Storage-** refers to the physical location where library materials are kept.

**4.3 Donation-** the making of a gift to an institution; a free contribution. A donation may take various forms, including books, DVDs, CD's, posters, and charts.

**5 SELECTION CRITERIA**

WCCN libraries accept donations of library materials that are relevant to the curriculum and research efforts of the institution. Donations are accepted on the understanding that the library has control over selections, location and disposal of resources. When placing gifts/donations of library materials, please contact the appropriate campus librarian.

Furthermore, donations that meet the same standards or selection criteria used for materials purchased for the collections will be accepted by the WCCN Libraries. In addition to these criteria, the books and other items must be in good condition, no missing pages, damaged pages, no highlights, pen, pencil markings, clean, dry and mould-free. Items which are unhealthy to handle or dirty, moldy, smelly, burnt, chewed, or damp, books with missing covers, Reader's Digest condensed books will not be accepted. The following criteria are considered when accepting donations:

- Relevance of content
- Quality of content
- Suitability for the programmes offered at WCCN
- Demand- Prescribed and recommended books identified by course co-ordinators
- Currency of content
- Availability of resources
- Costs

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- Language (English/ the language the subjects are taught in)
- Leisure/ Fiction books accepted in all languages
- Space and storage availability
- Accreditation requirements

WCCN libraries reserves the right to deselect donated material unless preconditions have been accepted at the time of donation.

### **6 Records**

The receiving library should keep permanent records relating to the donations. These include but not limited to,

- Donation form: Contains Donors names, address, Phone and email, number of items donated, date received, person who accepted donations
- Bibliographic data: including material type and format
- Intellectual level: e.g. research level, undergraduate, teaching material, etc.
- Thank you, letter, emailed to donor
- Record of items kept and or disposed
- Add a bookplate with donor's name and date received to the donated item

### **7 REVISION OF GUIDELINE**

The policy will be reviewed and adapted in accordance with the WCCN Libraries and the institution's strategic and operational plans.



## ANNEXURE 1

### 8 Relevant Policies/ Procedures/ Agreements/ Guidelines

- No 36 WCCN Library access policy
- No 37 WCCN Library conditions of use policy
- No 39 WCCN Library collections policy
- No 40 WCCN Library acquisitions policy