

GIFTS AND EXCHANGE POLICY

1 Gifts

1.1 The Libraries welcome gifts of books, manuscripts, audio-visual materials, microform, and other materials that enhance our library collections and support the curriculum and research programs of the University.

1.2 The Libraries reserve the right to accept or decline gifts and donations. In most circumstances, gifts-in-kind are accepted with the understanding that, upon receipt the University becomes the owner of the material and, as such, reserves the right to determine its retention, location, cataloging treatment, and other considerations related to its use, maintenance, or removal. The Libraries seeks donors' kind understanding that due to budget, space and other constraints, we reserve the right to accept, reject, dispose or exchange materials based on prevailing guidelines and other criteria in the best interests of the Libraries and the University.

1.3 Due to space constraints, the Libraries often cannot afford to keep whole gift collections intact as physically separate or discrete collections. Gift materials that are added to the general collections are shelved pursuant to appropriate subject classifications. The Libraries rarely maintain named and niche thematic collections, except when budget, space and other circumstances might otherwise permit us to do so.

1.4 *Acceptance of gifts:* Due to the high costs of managing the gift process, the Libraries' goals in accepting gifts are to acquire only materials that are highly relevant to the University's needs. All potential gifts will be evaluated against the same criteria as purchased materials. Particular attention will be given to—

- a. Relevance to curriculum and research of the University -- Generally, scholarly works should be of academic nature in fields within the scope of the University's current or projected curriculum and research needs.
- b. Timeliness of the materials -- For materials relating to science, technology, engineering, mathematics and medical sciences, priority will be given to works published within 4 years from the acquisition date. Outdated reference materials or school textbooks are not accepted.
- c. Physical condition of the materials -- Items should generally be in good physical condition, except for rare and special items.

- d. Serial publications -- Serial donations will be accepted only if they fill specific gaps in the existing collections or to extend our held runs of the title. For gifts of new serial titles, if arrangements have been made, the donor is expected to commit to the provision of continued updates for at least two more years. This rule may not apply under special circumstances or for certain library collections, e.g. the Hong Kong Collection hosting a comprehensive collection of Hong Kong serials.
- e. Format -- Items in an obsolete format which is no longer supported by current equipment in the Libraries are not accepted.

1.5 *Donation Form:* In preparation for receiving gifts of books or other materials, the Libraries encourage donors to provide a list of materials including the name, dates, and general condition of the material by filling out the Donation Form.

- a. The Libraries will review the item donation form and revert to the potential donor in a timely manner. **The Libraries will not accept drop-off donations** without prior review by library staff.
- b. Prospective donors of large collections or personal libraries of an academic or research nature, a written inventory provided in advance would be much appreciated.

1.6 *Appraisals:* Decision on the retention and disposition of gifts will be entrusted to librarians on the Collection Development Team (especially Subject Librarians, the Fung Ping Shan Librarian) and the Special Collections Librarian, unless the University Librarian or Director of Library Services may object with reasonable justifications.

- a. The Acquisitions Department under the Libraries' Collection Services is responsible for duplication checking for items listed on the Donation Form. Pursuant to Duplication Policy, the Libraries may decline items that are duplicating our existing holdings.
- b. Where the Acquisitions Department may identify rare and/or specialized materials, especially items needing preservation treatment, the donors will be redirected to a Special Collections Librarian, Archivist, or Director of Library Services to proceed with the gifting process.
- c. Subsequent to review for retention/treatment decisions by the parties concerned, materials will be sent to Collection Services Division for processing.
- d. The Special Collections may make decisions to accept gift donations independently according to its own policies and guidelines.

1.7 *Monetary gifts:* The Libraries also accept monetary gifts. Endowment funds can be established and designated for purchase of expensive or specialized library materials. Timely processing and handling of materials requiring special treatment are especially dependent on additional resources. The Libraries also encourages monetary support to cover the costs of processing and maintaining certain specialized and selected collections.

1.8 *Acknowledgment:* Donors can expect written acknowledgments in a timely fashion, unless they specifically request that no acknowledgement be made. Public acknowledgment of valuable gifts will be made through the Libraries' social media channels or other publications.

2 Exchange

2.1 The Libraries may exchange library materials with partner libraries or other parties.

2.2 The Collection Development Team will routinely review our library collections and identify low use items that are no longer aligned with the University's current or projected curriculum or research needs. The Libraries will then begin to find exchange partners who might benefit from receiving and hosting these materials in our stead. Weeding will be the last resort for these items.

2.3 At branch libraries, responsible subject librarians may conduct exchanges independently after obtaining approval from the Collection Development Team.

2.4 The Libraries normally will not acquire library materials purely for exchange purpose with partner libraries, unless the Libraries and the partner library may make such agreement otherwise.