



## **POLICY PROCEDURE REGARDING DONATIONS**

The Library of the School of Philosophy (LSP) welcomes donations to enrich its book collection. It also accepts equipment or furniture. Donations are accepted as a whole or in part according to the evaluation carried out following a standard procedure.

Regarding donation of equipment or furniture, the decision is taken by the Library Council on the basis of the proposal made by the Library's managing officers.

Regarding the donation of a single item or a limited number of items, the evaluation is carried out by the Library staff which also decides on acceptance or rejection

The evaluation of donations to the collection is carried out by a donation committee which is founded by the Library council. It consists of members of the academic and Library staff that have specialization or knowledge related to the content of the donation. After the evaluation, the Library Council makes a proposal regarding the donation to the Dean's Council which will address the request to the Rector's Council.

Basic criteria of evaluation:

- The historical value, the rarity, and the importance of the material to be donated.
- The affinity of the donation material with the scientific fields the library wants to address and the kind of material it wants to acquire
- The good condition of the material
- The need to cover any shortage in library material
- The need for multiple copies in the collection
- The cost of saving and maintaining the material
- The availability of space for the material to be stored.

Digital material is accepted as long as it abides by the above criteria and the Library is in a position to technically provide for its maintenance and reproduction

### **Procedure**

The Library encourages potential donors to make a first choice and a list of the material to be donated.

The evaluation of the significance of the material by the committee should be better made in a space outside the library. The donor is informed that the Library reserves the right to accept only part of the material according to the criteria set.

Potential donors are informed that the Library does not accept conditions regarding the binding of books, their location in specific places, their classification, cataloguing or future use. The Library can accept to abide by the conditions set by the donor only regarding particularly significant donations and provided that it is in the position to meet them. The donor is asked to sign a document stating that he abides by this rule.

The Library keeps an archive for all donated material. The archive includes the donor's name, the date of the donation, the process of acquiring the material, the size, the era it covers, the kind of material it includes (journals, archival material, sound material, etc.), information about its location, its possible movement elsewhere in the Library, and a brief evaluation of the donation or of its most important items.

Including the donor's name in the public list of the University of Athens Library is obligatory unless the donor does not wish it.

The Library reserves the right to re-evaluate old donations.

Every decision of the donation committee, either accepting or refusing the donation, is justified in written form and given to the interested party.