



Division of Library Services Gift and Donation Policy

Version	2.0
TRIM file number	05/XXXX
Library Document Number	POLCOL06
Short description	A policy on the Library's gift principles on monetary, physical material and artwork donations.
Relevant to	CSU staff, CSU students, Community
Approved by	Executive Director, Library Services
Responsible Officer	Manager, Collection Services
Responsible Section	Collection Services
Date introduced	27 April 2007
Date(s) modified	13 May 2011
Next scheduled review date	May 2014
Related Library documents	Collection Development Policy
Related University documents	Donations and Bequests Guidelines CSU Regional Archives
Related legislation	
Key words	Gift, donation, policy, benefits

1 PURPOSE

The Library welcomes gifts and donations as an important and valuable means of enriching the collections.

The purpose of this policy is to explain the Library's principles on monetary, physical material and artwork gifts and donations. It provides guidelines on how to give to Charles Sturt University Library.

2 SCOPE

This policy applies to all donors and/or sponsors who wish to donate to the Library.

3 CONDITIONS OF ACCEPTANCE

3.1 Physical items are generally accepted for inclusion in the collections on the basis of relevance to the University's teaching and research programs and in accordance with the guidelines set out in the Collection Development Policy.

3.2 Donations are also accepted on the understanding that the material accepted becomes the property of Charles Sturt University, and may not be claimed at a later date. Items which are not selected for the collections, including duplicate materials, may be transferred to other libraries, or disposed of in other ways as appropriate at the discretion of the Manager, Collection Services.

3.3 The Library does not accept gifts as long term loans. Gifts might not be accepted if the donor wishes to place limitations or restrictions on its use or disposal. It is Library policy that gift material is integrated into the existing collections, and is subject to the same conditions of use as those collections.

3.4 Special treatment of significant collections might be considered on the agreement of the Executive Director, Library Services.

4 HOW TO DONATE

4.1 Monetary donations

If you wish to make a monetary donation to the Library, please contact the Administration Officer, Charles Sturt University Foundation Telephone: 02 6338 4834, International: + 61 2 6338 4834, E-mail: foundation@csu.edu.au

4.2 Artworks

If you wish to donate artworks to the Library, please contact the Art Curator, Charles Sturt University Regional Archives and Art Collection Telephone: (02) 6925 3666, International: +61 2 6925 3666, E-mail archive@csu.edu.au

4.3 Physical material donations: individual monographic items, collections of monographs, audio visual material and serials

If you wish to donate physical materials to the Library, please contact the Manager, Collection Services. Telephone: (02) 6338 4702, International: +61 2 6338 4702, E-mail acq@csu.edu.au

5 ACKNOWLEDGEMENT OF DONATIONS

Monetary donors are thanked in writing by letter from the Charles Sturt Foundation.

Donors of physical items are thanked in writing by letter from the Manager, Collection Services when the items are accepted. Where appropriate, bookplates with the donor's name can be added to gift items.

6 DONATIONS AND TAX BENEFITS

To encourage gifts of significance to Libraries, the Commonwealth Government has established two different programs under which eligible institutions such as the Charles Sturt University may accept valuable donations: the Cultural Gifts Program and the Cultural Bequests Program. Both offer a tax deduction for the market value of the donation.

If you wish to discuss the tax benefits of a gift or bequest to the Library under the Cultural Gifts or Bequest Programs, please contact the Charles Sturt University Foundation Telephone: 02 6338 4834, International: + 61 2 6338 4834, E-mail: foundation@csu.edu.au

7 REFERENCES

This policy should be read in conjunction with:


- i. Charles Sturt University Donation and Bequest Guidelines
- ii. Division of Library Service Collection Development Policy

8 DOCUMENT CONTROL

8.1 Document History

Version number	Date issued	Author	Short description of amendment
1.0	2/03/09	J Morrice	Translate content to new format Update Regional Archives contact
1.1	15/11/10	I Evans	Link to delegations
2.0	13/5/11	S Oakley	Update format and content

8.2 Document authorisation

Authorising officer	Executive Director, Library Services
Name	
Date	13 May 2011

9 DELEGATIONS

CSU Delegations Policy and Schedule

<http://www.csu.edu.au/adminman/del/policy-schedules.htm>