

LIBRARY, UNIVERSITY OF JAFFNA

DONATION ACQUISITION FORM



Name of the donor:- _____

Address for acknowledgement:- _____

Phone number:-----

Title(s)	Author	Publication			No. of Copies		
		Place	Year	Edition	Donated	Dubs	Accept

I understood and agree with the selection criteria written overleaf.
 Signature of the donor: - _____
 Date:- _____

Received by: _____

Date:- _____

Duplicate copies, checked by :- _____

Date:- _____

Librarian:- _____

Date:- _____

DL/SAL - Acquisition:- _____

Date:- _____



Library, University of Jaffna

Donation

Selection Criteria

The Library welcomes unconditional offers of donations of individual titles by the following criteria

1. Potential donors should be requested to provide in advance a list of materials being offered so that their value to the collection may be assessed. In cases where the gift involves five or fewer titles, they may be checked directly or over the telephone without a list.
2. The library may reject an offer where any financial commitment (such as conservation costs or storage) may be considerable.
3. Publications received as gifts will be reviewed by the same standards as applied to new Materials being selected.
4. Gift materials must be of such a nature that they can be integrated into the collection and do not require special facilities, or control of staffing.
5. Gift materials requiring continuing obligations on the part of the library should not be accepted without serious consideration of the library's ability to keep the material up-to-date.
6. The library will not accept or will dispose the donation if duplicate copies of materials are already in the collection unless otherwise if they are in fewer copies and related to the curriculum.
7. The library has the right to retain or dispose of any gift materials at the discretion of the librarian.
8. The policy regarding the acceptance of periodicals is to decline the gift unless the issue/s fill a gap in the collection. The exception would be the offer of a rare or costly set that the library does not have.
9. Newspapers, periodicals and other materials may not be brought in by individuals for the purpose of leaving them in the building for others to read. All materials must be part of the library's permanent collection.
10. Procedures will be adopted as per the stipulation laid down in the treasury circular No. 828