



**Code:** QA 804  
**Title:** Donations Policy  
**Date:** May 2020

### **Temporary Change of Policy:**

In August 2019 it was [announced](#) that NUI Galway has secured funding under the Higher Education Strategic Infrastructural Fund to redevelop the James Hardiman Library. In preparation for such a redevelopment, we have a considerable body of work in hand to reimagine library space and in particular to develop and implement strategies on the place of physical book collections within such a space.

As part of this work, we will be reviewing our entire physical collection and therefore we will not be in a position to accept any offers of donations for an indefinite period. We greatly appreciate the generosity of those who have donated collections to us and will welcome donations once again in the future. We hope you understand if for the next while we direct all our energy and focus on ensuring we maximise the opportunity of the funding award to create a truly great space for our future students and researchers.

### **Donations Policy:**

The Library welcomes donations and we are extremely grateful to those who have made donations or bequests to us in the past, thereby greatly enhancing our collections.

It is important to note that due to restrictions of space, storage and staff resources it is not possible for us to accept all donations. We therefore apply the same selection policy to donations as we do to all other acquisitions.

Consideration will be given to the condition and format of donations, as well as overlap with existing stock. Relevance to the teaching and research mission of the University are also important factors. On occasion, regrettably, donations may have to be declined where they do not meet the selection criteria. Donations that do not meet the selection criteria will not be added to stock, and will be:

- Returned to the donor on request

or

- Donated to Better World Books (which raises money for worldwide literacy initiatives)

If you wish to donate a collection of books, or other materials, to the library please make sure that you complete the [Donation Form](#).

Please note that a separate [Archives Acquisition and Evaluation Policy](#) governs the donation of archival material. Please consult that policy if you wish to make a donation of archival material to the Library.

**Person Responsible:** Ms Monica Crump, Head of Collections, Library.