# Polasaí agus Nósanna Imeachta/Policies and Procedures

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| **Code** | QA804 |
| **Title** | Library Donations Policy |
| **Policy Owner** | Head of Collections, Library |
| **Date** | 03 March 2025 |
| **Approved By** | Library Strategy Committee |

1. **Purpose**

Clarification and presentation of current Library policy on accepting donations into regular Library collections.

# Description

* 1. Temporary Donations Policy Change

In August 2019, it was [**announced**](http://www.nuigalway.ie/about-us/news-and-events/news-archive/2019/august/nui-galway-president-welcomes-15m-library-funding-announcement.html) that the University of Galway secured funding under the Higher Education Strategic Infrastructural Fund to move the Library to a new Library and Learning Commons. In preparation for such a redevelopment, significant work is underway to reimagine library spaces and to develop and implement strategies in the place of physical book collections within such a space.

As part of this work, a Collection Review is underway on the Library’s entire physical stock collection. Therefore, the Library will not be in a position to accept any offers of donations of any size for an indefinite period, with the exception of Irish language material. We greatly appreciate the generosity of those who have donated collections to us and will welcome donations once again in the future.

* 1. Regular 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 stock 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
* Donated to Better World Books (which raises money for worldwide literacy initiative

Please note that a separate policy governs the donation of Archival material. Please consult that policy if you wish to donate archival material to the Library.

# Responsibilities

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| **Name** | **Responsibility** |
| Head of Collections, Library | Policy Owner |
| Library Senior Management Team | Approval of amendments |
| Library Strategy Committee | Approval and ratification of amendments |

1. **Related Documentation**
* [QA819 Archival Collections Acquisitions Policy](https://library.universityofgalway.ie/about/policies/archivalcollectionsacquisitionpolicy/)
* [Library & Learning Commons Project](https://library.universityofgalway.ie/llc/)