

# NKUA Library Directorate

## Donation policy

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NKUA Libraries encourage and will gladly accept donations of any kind of printed material as well as equipment and furniture for the enrichment and the development of the multiple collections.

### **Evaluation Criteria for Donations**

The key criteria taken into consideration during the evaluation process of the donated material are the following;

- The historical value and rarity of the donated material
- The affinity of the donated material with the scientific fields the Libraries cover & address
- The overall condition of the donated material
- The need to cover any shortage in the libraries collections
- The need for multiple copies especially on items on high demand by users
- The storage and maintenance costs
- The storage space available to store and display the donated material

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Donations are kindly declined when the following apply;

- The donated material is freely distributed on the internet
- Cram school material

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Electronic material can be accepted as donation, as long as it falls under the aforementioned criteria and the Library is able to maintain the technological equipment essential for its use.

### **Donation Acceptance Procedure**

**Single title** donors are kindly requested to contact the School's Secretariat department in order to evaluate & accept or decline the donated title and finalize the procedure.

**Collections** donors are kindly requested to compile a short list of the donated material, stating the number of copies and their physical condition and send it to the School's Secretariat Department in order to be evaluated.

The Schools' Library will then create a catalogue with the donated material and the Library's Board will evaluate and accept or decline the donation either as a whole or as single items.

Following the acceptance by the Board, a list will be sent to the Senate which in turn will decide and finalize the donation's acceptance and registration in the Library's book registry.

When a donation is accepted, the donor is informed and the material is delivered to the School's Library by the donor. The donor is informed and signs a document stating that the Library will not accept any interference considering book-binding, placement, classification, cataloguing or future use of the donation.

Each donor is requested to fill in an application to keep the Library's Donation Registry updated, including details such as personal info, date & donation history, size, estimated era covered and material form (archive, journal, antiquities, audiovisual material etc) but also information about the collection's location and potential movement within the Library.

The donor's name will appear and be made public in the Library's online public catalogue ONLY upon the donor's request.

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

All donors will receive Thank you letters by the Library in appreciation for the donations.

Follow the link <http://www.lib.uoa.gr/bibliothikes.html> for more info about NKUA Libraries.