University of Aberdeen

Donations Form

The Sir Duncan Rice Library
University of Aberdeen
Bedford Road
Aberdeen
AB24 3AA

Agreement for the donation of material

I _____________________________________________________________________
Name of donor (Block capitals)

of ____________________________________________________________________
Address of donor (Block capitals)

give to the University of Aberdeen

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
(brief description of material)

I agree to the conditions stated over and I confirm that the material is mine to give.

Signed __________________
For and on behalf of the donor

Signed __________________
Accepted on behalf of the University

Date ________________

Date ________________
Criteria for the acceptance of material acquired by donation into the Library at the University of Aberdeen

- Items or collections will only be accepted on the clear understanding that the Library may subsequently select individual items for retention or disposal as it deems appropriate
- Items not required may be sold and the proceeds applied to the acquisition of other materials for the Library
- Material should be of recognised scholarly significance
- On the basis of current teaching or research priorities, the material should have actual or potential use
- Material may be accepted because of its specialist nature
- Material may be accepted where authorial bias provides unique contextual value (e.g. in explaining national/religious thinking)
- The item offered is in better condition than an existing Library copy and the content is still topical
- On the basis of known or anticipated demand, additional copies of the title would be useful
- Items that fill gaps in the Library’s holdings
- Material that is significant to the heritage of Northeast Scotland
- Free CD-ROMs, or other media, will only be accepted if they meet the above criteria and can be supported technically and legally

Please note:

- Donations must be in good physical condition, e.g. the binding should be sound, there should be no annotations
- Donors should be aware that where a donation is accepted by the Library, it will not be possible to retain it as a discrete collection. Material will be dispersed within the existing Library collections, according to subject
- Donations accepted become the exclusive and absolute property of the Library and may be disposed of if they cease to be of value to the Library’s collections
- In the case of large donations, the donor is responsible for preparing a list of documents for donation
- Donations will not be treated as a priority unless urgency to support a course is indicated at the time of donation