

## **Treatment of Gifts policy**

Approved by SMT on 23 February 2023

The Senior Management Team discussed and approved the proposed approach to the management of gifts. SMT also agreed that approach is included in future revisions of collection management policies, and that the Treatment of Gifts policy is added to the relevant section of the Financial Regulations.

The University has policies which govern the acceptance of material into the library, and into the archives, museums, and rare book collections. These set out specific criteria by which selected material is acquired for long-term curation and disposed from the collection. Gifts will only be added to those collections if they clearly meet the criteria in the relevant policy and if there is a clear merit to their long-term care.

While some items will not be selected for long-term care by the university, there may be reasons for retention in the short to medium term. This may include items where donor recognition and goodwill is important, such as an ongoing relationship with the donor, or where the item is to be placed on display. Such items should be allocated to the University Gifts Collection, which is managed by Museums & Special Collections, but which does not guarantee long-term preservation.

It is proposed that items which are not deemed worthy of continued care should be donated, sold, or destroyed. Before sale or donation, all identifying marks revealing their provenance must be removed. Any funds raised from sale should be treated as a donation stewarded by the Development and Alumni Office, allocated for use to support students. If this is not possible, items should be securely destroyed.

Items acquired by the university should be reviewed at least annually by the PA to the Principal and/or appropriate staff of the Directorate of Digital & Information Services to decide how items should be treated. A record will be kept of decisions. Subsequent proposals for disposal from the Gifts Collection will be follow the same process.

## **FURTHER INFORMATION**

Further information is available from Neil Curtis ([neil.curtis@abdn.ac.uk](mailto:neil.curtis@abdn.ac.uk)), Head of Museums and Special Collections.

Title	Treatment of Gifts policy
Author / Creator	Neil Curtis, Head of Museums and Special Collections
Owner	Tracey Slaven, University Secretary & Chief Operating Officer
Date published / approved	Approved by Senior Management Team on 23.02.23
Version	V1.0
Date for Next Review	February 2025 (Two years following SMT approval in February 2023).
Audience	University Community
Related	Financial Regulations, Collection Management policies
Subject / Description	This Policy outlines an approach to determine whether long-term care retention, short-term care or disposal is appropriate for gifts made to the university, and that any proceeds from sale are used to support students.
Equality Impact Assessment	
Section	Financial Regulations, Collection Management policies
Theme	Gifts
Keywords	Gifts, management, and disposal of gifts.