

**Donation Policy of the Library, University of Peradeniya**  
(For collections over ten items)

University of Peradeniya Library Network welcomes gifts of publications in all formats (books, periodicals, sound recordings, maps, electronic resources, data files) which support the teaching, learning and research needs of the University from individuals or institutions or any other collective body.

**Procedure**

Anyone wishing to gift materials to the library should contact the Librarian, with the information regarding the types and quantities of items to be gifted and the expected method of delivery to the library. The library cannot undertake inventorizing the collection prior to the transfer of the collection to the library and it is expected from the donor to provide such an inventory. A senior staff member assigned by the Librarian will physically inspect the collection proposed to be gifted to consider its status and the relevance to the university education and research and report to the Librarian. If the Librarian is satisfied with the relevance of the collection, it will be accepted on behalf of the university.

Immediately after the donation it will be acknowledged by the library and upon request of the donor, a list of accession numbers can be provided within six months of the handing of the collection over to the library. Once they are processed the individual items will be merged with the existing collection of the library which is arranged according to the subjects. Once accepted, materials become the property of the University and are not returned to the owner.

**Materials that are not accepted**

The following material will not be accepted to the library

- Outdated or superseded materials
- Scattered volumes of multi-volume sets, unless they are considered as rare material or needed to complete sets of which parts are missing.
- Scattered or single issues of periodicals, unless needed to complete holdings.
- Materials in poor physical condition or those that is written-on or heavily highlighted.
- Duplicates of material held by the library unless additional copies are needed.

**Final Authority**

The Librarian shall have the final authority to evaluate case by case and accept the material as whole collections or some items from a collection and to display those using appropriate methods.



Dr. Mrs. P. Wijetunge  
Librarian

15 | 02 | 2011

**LIBRARIAN**  
University of Peradeniya  
Peradeniya.