1. **PURPOSE**

The purpose of this policy is to organize the donations offered by individuals and corporate entities in order to improve the Library collection and determine and document the necessary conditions for accepting the donations.

1. **SCOPE**

The policy applies all donors that wish to contribute to the Library.

1. **REFERENCES**

* F02-KD/BKB-001 Donation Agreement
* Collection Development Policy

1. **RESPONSIBILITIES**
   1. . Library Director is in charge of implementation of this policy.
   2. . Bibliographic Control Department is in charge of the preparation and updating of this policy.
   3. Bibliographic Control Department and the Acquisitions Department are in charge of application of this policy.
2. **DEFINITIONS**

**5.1. Donor**

It defines the individuals and corporate entities that wish to make a donation to the Library.

**5.2. Donation**

It defines all types of resources wished to be donated by the individuals and corporate entities in order to improve the Library collection.

1. **METHODOLOGY**

**6.1.** If there is a list of the donations to be made to the Library, it is requested beforehand in order to check availability in the bibliographic catalog. In other cases (depending on the size of the donation; if the donation includes several boxes of publications, the donation is received directly) the donations are viewed and examined in place. If they are found appropriate with regards to their condition and subject, the donation is accepted.

* 1. The task of receiving the donations belongs to Head of Bibliographic Control Department. Head of Bibliographic Control Department consult with Library Director with regards to extensive donations. The evaluation may be conducted by resorting to the expertise of the academic staff and the reference librarians when necessary.
  2. The Library has a responsibility of being selective concerning each donation and reserves the right to take the most appropriate decision regarding the collection when the donation is received. Donations that are not appropriate additions to the collection may be discarted upon delivery or after, or donated to other libraries.
  3. After they are delivered to the Library, the donations are considered possessions of the Library and will not be returned to the donor under any circumstances. However, the donations that are not accepted to be added to the collection for any reason may be returned.
  4. The donations received must be clean, without any external writing/drawing, well maintained/repaired, relevant to the present and future educational/research work of the users and appropriate with regards to license agreements, copyright and other conditions.
  5. Second copies gathered from the donations are not added to the collection excluding circumstances in which there is extensive use of the publication (second and third copies may be accepted for other branch libraries) and in which the current copy must be replaced due to its physical condition.
  6. As many periodicals may be accessed electronically, the Library is more selective with regards to the donations of printed periodicals. Periodicals that include a period shorter than 5 years or that are discontinued are not preferred, or the donations are utilized in completing the deficiencies between the current subscriptions of the Library or replacement of the damaged publications.
  7. Donations that include periodicals obtained through personal subscriptions are not accepted to the Library.
  8. The request of preserving the donations in a private and separate room or together on open shelved will not be accepted under any circumstances.

**6.10.** Bibliographic Control Department is in charge of selection, handling and cataloguing of all types of donations. The assistance of reference librarians may be asked with regards to the selection and handling processes.

**6.11.** The periodicals that are included in the donation and not included in the library catalog is evaluated by the assigned reference librarian before being sent to Acquisitions Department.

**6.12.** The donor is informed without delay, by a formal letter signed by the Library Director that the donation is accepted and being processed. The large donations are handled in ways to acknowledge the donor such as below:

i. A bookplate with the printed/written name of the donor (only for over 100 books and books that are not rare) is attached inside the cover of the book.

ii. The name of the donor is written on the back cover of the book and in the tag 925 area in the cataloging module when the bibliographic record is created.

iii. A donation list is offered on the Library web page (only for donations including over 500 publications).

iv. A brass plate is hung for large donations (only for donations including over 1000 publications).

v. If the library management deems it necessary, the donations are announced and promoted within the campus.

**6.13.** The donations accepted are put into service for the readers along with other library resources. Only rare materials and manuscripts are excluded and exhibited in Nesteren and Fuat Bayramoğlu Rare Materials Room.

1. **RECORDS**

The bibliographic records of all printed and electronic resources are entered into the Millennium Library automation system and may be accessed through it. Bibliographic Control Department is responsible for these records.

1. **REVIEW**

Head of Bibliographic Control Department is responsible for the revision and updating of this policy. The revision is made in the month of August of every year.

1. **REVISIONS / DISTRIBUTION / APPROVAL TABLE**

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| --- | --- | --- | --- |
| **Revised Page** | **Date** | **Revisions** | **Revised by** |
| All Pages | 13.08.2010  07.05.2012 | New Publication  The expression “If the library management deems it necessary” was added to the information regarding the announcement of the donation within the campus, under “Method”. In addition, the expression Assistant Library Director was removed.  The information “Process Development Manager” was updated as “Human Resources Director” | Library Directorate |

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| **Distribution (Relevant Units)** |
| The Library |

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| --- | --- | --- |
|  | Approval for Acceptance  (Human Resources Director): | Approval for Effectiveness  (Rector) : |