



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

MEDICAL SCIENCES LIBRARY

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MEDICAL SCIENCES LIBRARY (MSL)

POLICY GOVERNING DONATING GIFT MATERIALS TO THE MSL

GENERAL STATEMENT

Unsolicited gifts should *not be received* from potential donors who approach the Library with materials in hand.

Potential donors should be politely informed that we adhere to *library policy* in respect of donations and that as a first step the donor is required to provide a list of materials for donation, as well as one's contact information.

Unsolicited gifts for the library must be vetted and approved by a Librarian *before* acceptance for addition to the Library's collection. The list of materials for donation will aid Librarians in this process.

A copy of the *Guidelines for Donating Gifts to the MSL* should be handed to the potential donor, and if needed the donor could be referred to a Librarian for any further discussion requested.

GUIDELINES FOR DONATING GIFTS TO THE MSL -

The policy of the Library is as follows:

List of materials for donation - A list must be provided by the potential donor, in advance of bringing materials to the MSL.

Before donations are accepted, all titles listed must be reviewed by a Librarian to determine their usefulness to the University's academic instruction and research.

List of Materials for donation – the following minimum information is to be provided by the potential donor:

Monographs

Author or Editor

Title

Publisher

Date of publication

Serials

Title

ISSN

Holdings information for issues in hand (eg. Vol; Issue; Year as given)

UNSUITABLE MATERIAL TYPES:

Materials in poor physical condition, including those with pages heavily marked in case of printed texts; and showing signs of mold, mildew and insect infestation.

Off-prints / photocopies of articles published in periodicals to which the Library has subscriptions.

Workbooks, test papers, and unpublished lecture notes.

Outdated textbooks, particularly in the science disciplines.

Titles in foreign languages except they form part of the University's instruction and research needs.

Non-scholarly paperbacks.

Titles of which the Library owns more recent editions, unless they are deemed useful for historical research.

Short or broken runs of serials, unless they can be used to supplement missing issues of the titles already held by the Library.

Gifts to which the donor has attached conditions, such as those concerning retention, housing, and classification will not be accepted for inclusion in the Library collection.

STUDENT DONATIONS - USED TEXTBOOKS

The Library does not accept donations of used texts. We advise that students liaise with the MEDICAL SCIENCES STUDENT COUNCIL for guidance. medscistudentcouncil@gmail.com

CONDITIONS OF ACCEPTANCE:

Upon donation, all gift materials become the property of the MSL and conditions of acceptance apply.

In general, gift materials will be accepted on the understanding that the Library will determine policy with respect to access, usage, retention, and disposal of such materials in the interest of best collection management practices.

Letters of acknowledgement including the titles of items accepted should be prepared at the end of the evaluation exercise.

Msl Acq&Ser/ Mda/June'17

(Adapted from UWI - AJLDraft Gifts Policy and Procedure Rev.13/10/2011- EL).

M:F350

Sec\Policies & Procedure:– Policy Governing Donation of Materials to the MSL Gift