



Donation Policy

THE LIBRARY

University of Colombo | Colombo, Sri Lanka | 2015

Introduction

University of Colombo Library welcomes gifts of publications in all formats (books, complete volumes of periodicals or single issues with an academic value, sound recordings, maps, electronic resources, data files) which support the curricula and research needs of the university.

Procedure

1. Donors wishing to donate material to the Library should contact the Librarian, with the information regarding the type and quantities of items to be gifted and the expected method of delivery to the Library.
2. The Library is not responsible to inventorize the collection prior to the transfer of the collection to the Library and it is the responsibility of the donor to provide such an inventory.
3. Library will physically inspect the collection proposed to be gifted to consider its status and the relevance to the university education and research. If the Librarian is satisfied with the relevance of the collection, it will be accepted on behalf of the university.
4. The Library will not maintain any separate collections.
5. The Library will immediately acknowledge the donation and will be merged with the existing collection of the library. Once accepted, materials become the property of the University and are not returned to the donor.

Materials that are not accepted

- Outdated or superseded materials (old edition, obsolete subject content)
- Photocopied material
- Scattered volumes of multi- volume sets, unless needed to complete sets
- Materials in poor physical condition or those that are written in or heavily highlighted.
- Duplicates of material held by the Library unless additional copies are needed.

The materials which are not accepted to the Library will be bestowed to other libraries and the list can be provided to the donor upon request.

Note: Donation Policy of the Library, University of Colombo was confirmed at the 18th meeting of the Library Committee held on 03rd August, 2015.