

Library donation guidelines

The University of Tasmania Library accepts donations of academic materials if they enhance the collection and enrich the University's teaching or research. Please contact library.resources@utas.edu.au initially to discuss any relevant donations. Please do not bring donations into the Library without making contact with our Library staff first. We are unable to accept:

- print journals, unless unique and/or significant Tasmanian content
- titles already held (or a later edition) in the Library collection, either in print or electronically
- titles where the content is out of date (and the work has no historical value)
- superseded editions of textbooks, professional texts, reference works including encyclopedias or condensed versions
- items in poor condition particularly if showing any evidence of mould
- obsolete audio-visual formats
- donations requiring to be maintained as a discrete collection, unless of high significance

The Library will consider the below criteria when assessing donated items:

- Relevance to the current learning, teaching and research directions of the University
- Level of Tasmanian content
- Tasmanian creators or authors
- amount of shelf space required to house the donation
- physical condition of the item, including damage, deterioration, mould or water damage
- any significant costs associated with their processing or housing in the collection

Conditions of acceptance

The Library reserves the right to decline or dispose of gifted material. Accepted material becomes the property of the Library and will be managed according to the Library's collections policies, and cannot be claimed back at a later date. Unless separate funding is also provided to process the material for the collection, these gifted items will be processed only when resources permit.

How to donate

Please contact library.resources@utas.edu.au initially to discuss any relevant donations taking into account the guidelines. Please do not bring donations into the Library without making contact with our Library staff first

SPECIAL AND RARE ITEMS

The Library is interested in [special and rare](#) material relating to Tasmania's and the University's history. Please contact the [Special and Rare Collections](#) to discuss any donations of this nature.

The [Cultural Gifts Program](#) enables donors to receive a tax deduction for the market value of rare books and other collectible items donated to the University Library. Potential donors are invited to contact the [Associate Director Collections](#) to discuss any proposed donation or offer of material under the Cultural Gifts Program.