

Library Donation Guidelines

The University of Tasmania Library accepts donations of items if they enhance the collection and enrich the University's teaching or research.

How to donate

Please contact library.resources@utas.edu.au to discuss your donation taking into account these guidelines. You may be asked to provide a list of the items details which can be reviewed by the Library. Please do not bring donations into the Library unless requested by Library staff.

We are unable to accept:

- print journals, unless unique and/or have 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- titles where the content is out of date (and the work has no historical value).
- superseded editions of textbooks, professional texts, reference works including encyclopedias or condensed versions.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 that are to be maintained as a discrete collection, unless significant.

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.
- size of the collection.
- physical condition of the item, including damage, deterioration, mould, or water damage.
- any significant costs associated with processing or housing the collection.

Conditions of acceptance

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

UTAS Cultural Collections

The University of Tasmania cares for over 100,000 objects across more than 20 collections, including antiquities, fine art, science and historical collections, and rare books.

If you are considering making an offer to donate an artwork or an object to the UTAS Cultural Collections, please email the team at cultural.collections@utas.edu.au

To learn more about the University's Cultural Collections visit - [Arts and cultural collections | University of Tasmania \(utas.edu.au\)](#)