

## **DONATION / GIFT POLICY**

### **1.0 INTRODUCTION**

The Siti Hasmah Digital Library (SHDL) encourages donations or gifts, which significantly enhance the learning, teaching and research needs of the Multimedia University. Donations of books and other materials are a sign of interest in the library, as well as a practical means of support. Donations or gifts will be added to the collection after the items have been evaluated so that to determine if they meet the collection development requirements by the librarians. The librarian should reserve the right to accept, reject, sell, or otherwise dispose of donated materials. The items not needed will be disposed of by sale, exchanges, donation, or discarded.

### **2.0 GUIDELINES FOR SELECTION**

#### **1) Condition of materials:**

- No materials will be accepted that are not in good, clean and useable condition. All the donation materials or gifts must be in good condition.
- The library cannot afford to have materials sitting in the library that have mold, mildew or pests (especially insects or mice) in them, highlighted text or other scribbling.

#### **2) Appropriate formats:**

- The donation materials and gift must in format of books; journals or magazines in a complete set and audiovisual must in original items with the original labeling.
- The donation materials and gifts that are in photocopy formats are not accepted by library.

#### **3) Age of materials:**

- The library restricts donation materials or gifts, based on the nature of the subject especially for the general reference materials and textbooks.
- The library restricts donation materials or gifts, less than three years of age for the materials that always have amendment and latest edition such as subject law and computer.
- The library encourages donations and gifts for the latest edition materials.
- Religious tracts, devotional books, or materials intended for proselytizing rather than providing information about a particular religion are also typically excluded as donations or gifts.

#### **4) Language:**

- Only the Malay and English language are accepted for any donation materials and gift.

#### **5) Personal collection:**

- Prominent works or figures will be considered which relevant to Multimedia University.