

**UCT LIBRARIES  
DONATIONS OF BOOKS AND OTHER MATERIALS  
GUIDELINES FOR PROSPECTIVE DONORS**

**1. Purpose Statement**

UCT Libraries welcomes offers of books and other materials that will support the current and anticipated teaching and research needs of the University. We are grateful for the many generous gifts that have enriched our collections over the years. Because of space constraints and the costs of processing and storing materials, the Libraries must be highly selective in deciding which gifts to accept. These guidelines are intended to help prospective donors determine which gifts would be suitable for the Libraries' collections and to provide the information typically needed by donors.

**2. Unsolicited Donations**

UCT Libraries will not accept or acknowledge donations that have not been selected and agreed to in advance. Please do not deliver books or other materials to the Libraries without contacting us first.

**3. Funding to Support Gift Collections**

Processing and cataloguing donations is costly. Donors of significant collections are urged to consider providing funding support to help offset these costs. Donors who wish to see their donations processed quickly are also encouraged to consider making a monetary gift to support expedited processing. A suggested guideline for collection support is R 1000 per 100 items.

Because of the unique nature of materials housed in Special Collections, financial support is also important to process and sustain these collections.

**4. Procedures for Offering Gifts to the Libraries**

**4.1 General Collections**

To discuss a possible gift for the general collections, please contact the Head of Special Collections, Renate Meyer at [renate.meyer@uct.ac.za](mailto:renate.meyer@uct.ac.za) (postal address below).

You will be asked to provide a list of titles, including the author, date of publication, and condition of the materials.

Once a librarian has checked the list and selected the items that are suitable for our collections, we will contact you to let you know of our decisions and to arrange for the transfer of the materials.

In some cases, we can arrange for a librarian to visit and view the material on site before a final decision to accept a gift is made.

## **4.2 Special Collections**

To discuss a possible gift of special or archival materials, please contact the Head: Special Collections, Renate Meyer, at [renate.meyer@uct.ac.za](mailto:renate.meyer@uct.ac.za) or on 021 650 4424 (postal address below).

You will be asked to provide a list or description of material offered in the following categories: printed material or publications; personal correspondence; professional correspondence; artifacts; and materials in audio-visual formats.

Once an archivist has checked the list and selected the items that are suitable for our collections, we will contact you to let you know of our decisions and to arrange for the transfer of the materials and signing of the deed of gift.

In some cases, we can arrange for an archivist to visit and view the material on site before a final decision to accept a gift is made.

## **5. Criteria for Acceptance of Donations**

### **5.1 General Collections**

Gifts for the general collections are accepted in accordance with the same criteria that are used in selecting materials for purchase, as set out in our [Collection Development Guidelines](#).

Offers of significant gifts, in terms of size or local research value, will be considered by the Libraries' Donations Review Committee, as constituted by the Executive Director of UCT Libraries.

### **5.2 Special Collections**

Gifts for our special collections and archives are accepted in accordance with the criteria set out in our [Special Collections Collection Development Guidelines](#).

Offers of significant gifts, in terms of size or local research value, of special or archival materials will be considered by the Libraries' Donations Review Committee and/or the Special Collections Advisory Committee, as constituted by the Executive Director of UCT Libraries.

## **6. Examples of Materials Suitable for Donation**

### **6.1 General Collections**

- Recent scholarly monographs from academic publishers in disciplines supported by UCT
- Recent books of scientific, scholarly, or artistic substance from reputable trade publishers
- Materials in all formats relating to Africa, particularly Southern Africa
- Important older books in good condition that fill notable gaps in existing collections
- Books that replace missing copies or copies in poor condition
- Scarce materials that are difficult to acquire through normal acquisitions channels

- DVDs, CDs, and scores relevant to teaching and research needs
- Journals that fill specific gaps in existing collections
- Materials that support new programmes, courses, or curricula
- Current textbooks in demand for course support in the Short Loans Centre

## 6.2 Special Collections

- African authors (especially those published locally and writing in African languages)
- Antiquarian and rare books which enhance existing collections
- African archival materials (e.g., diaries, letters, scrapbooks, personal papers, records)
- African speculative fiction
- Locally-significant audio and visual material (e.g., original photographs, prints, videos, films, sound recordings)
- African ephemera (e.g., brochures, pamphlets, newsletters)
- Relevant digital files and objects
- Historical government publications of the continent
- Historical children's books
- Kiplingana
- Locally-significant collections or materials
- Historical African maps
- Primary source materials and manuscripts related to the continent
- Primary source materials produced by members of the UCT community
- Record books and material of under-represented communities and organisations
- Materials related to Antarctica
- Materials related to UCT
- Tolkieniana
- Materials that enhance [established special collections](#)

## 7. Examples of Materials Generally Not Suitable for Donation

### 7.1 General Collections

- Duplicate copies of titles already owned by the Libraries
- Items in poor condition (damaged, brittle, discoloured, marked, soiled, musty, mouldy, mildewed, or pest-infested)
- Materials that do not support the teaching and research needs of the University
- Outdated or superseded materials
- Scientific and technical books more than 10 years old, unless of historical significance
- Textbooks not currently needed for course support in the Short Loan Centre
- Materials outside the of scope of a research library
- Conference programmes that do not include the papers presented or abstracts
- Course packs
- Ephemera (e.g., brochures, pamphlets, newsletters)
- Hobby, craft, or guide books
- How-to or self-improvement books

- Inspirational literature
- Laboratory, repair, or instructor's manuals
- Loose-leaf folders or binders
- Mass-market paperbacks
- Materials in languages not taught at UCT or that a reader in a given discipline is unlikely to know
- Offprints
- Old computer and technical manuals
- Old dictionaries and encyclopedias
- Photocopies
- Popular fiction (e.g., mysteries, romance, bestsellers)
- Popular magazines
- Preprints
- Printouts of born-digital resources
- Publishers' proofs, samples, or review copies
- Self-published, vanity-press, or promotional materials
- Theses or dissertations
- Workbooks
- Journals, unless they fill specific gaps in existing collections
- Scattered or single issues of periodicals or newspapers
- Artifacts or objects better suited to museum collections
- Materials requiring special curatorial or conservation measures
- Outdated media formats
- Electronic materials requiring outdated software or hardware
- Materials that infringe copyright
- Licensed software or non-commercial sound or video recordings
- Materials that entail donor restrictions that the Libraries cannot honour
- Items that cannot be suitably accommodated
- Bulk collections with a substantial proportion of unwanted materials
- Unsolicited estate donations

## **7.2 Special Collections**

- Administrative and/or technical material
- Collections that are closed to public access in perpetuity
- Duplicate copies of titles already held in Special Collections or in other UCT collections
- Physical or born-digital resources duplicated in other institutions or external collections
- Printouts of born-digital resources
- Materials that infringe copyright
- Materials that entail donor restrictions that the Libraries cannot honour
- Materials that entail physical/digital requirements that the Libraries cannot accommodate
- Unsolicited estate donations
- Secondary research materials

## **8. Terms for Accepting Donations**

## **8.1 Ownership**

The prospective donor must be the legal owner of the item(s), or the duly authorized agent for the legal owner, and be free to give the item(s) offered.

In general, the Libraries ask donors of materials for which they own the intellectual property rights to transfer ownership of those rights to the Libraries so that broad use can be made of the materials, in accordance with the Libraries' institutional mandate.

In general, the Libraries do not accept donations of material on loan.

## **8.2 Disposal**

It is our aim only to accept gifts that we intend to add to our collections. Once a gift has been made, the materials are the property of the Libraries, and we retain the right to dispose of them as we see fit. In the event that selected gifts are found to be unsuitable for our collections, they can be returned to the donor, if requested in advance. Otherwise, they may be donated to other libraries, schools or charities; sold to offset processing costs; or discarded.

## **8.3 Restrictions**

The Libraries do not generally accept gifts with restrictions on their use or disposal. Only the Executive Director of UCT Libraries or her designee may approve acceptance of gifts with special conditions, including their shelving arrangements, housing, use, or access.

## **8.4 Delivery**

In most cases, the donor will be asked to deliver agreed gifts to the Libraries. Depending upon the circumstances, it is sometimes possible to arrange for the collection of materials in the Cape Town area, or for the Libraries to assume packing and shipping costs.

## **8.5 Access**

After processing, the gift will be made available to patrons according to the policies of the Libraries.

## **9. Authorities**

The Executive Director of UCT Libraries or her designee has sole authority to solicit, accept, and acknowledge gifts made to the Libraries, and to negotiate and sign donor agreements on the Libraries' behalf.

## **10. Documentation**

For small donations (fewer than 50 items), only a list of the offered items is required.

A formal deed of gift will be drawn up for large, valuable, or significant gifts, as well as for all gifts of manuscripts, primary source materials, and archival collections.

The deed of gift will include information about the donor and the nature of the gift, and set forth the terms under which the gift will be administered.

### **11. Appraisals**

The Libraries cannot provide an appraisal or estimate of the value of the donated material. Upon request, we can recommend local bookshops and websites that might help in determining the value of books.

### **12. Tax Certificates**

If the Libraries accept your donation, and you would like to have a tax certificate issued for the gift, you will be asked to write us a letter listing the items and stating that you are donating them to UCT. You will also need to include your name and address, and the estimated value of the gift.

The tax certificate will state the nature of the donation and not its rand value.

### **13. Acknowledgements**

The Libraries will acknowledge by post or email all gifts, except those that are unsolicited.

A bookplate bearing the donor's name will be placed in each book added to the collections.

### **14. Alternative Beneficiaries**

Although the Libraries cannot accept unwanted materials for redistribution to other beneficiaries, we can suggest alternative destinations for your donation upon request.

### **15. Contacts**

If you have any questions about a potential gift to UCT Libraries, please contact:

Renate Meyer  
Head: Special Collections Jagger Library  
UCT Libraries  
University of Cape Town Private Bag X3 Rondebosch 7701

Phone: 021 650 4424  
Fax: 021 650 2965  
[renate.meyer@uct.ac.za](mailto:renate.meyer@uct.ac.za)