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## Intent

To provide guidelines for donations of materials for the Library collections.

James Cook University Library accepts the donation of books, periodicals and other library materials that enhance or extend its collections to support JCU teaching, learning and research.

The [Library and Information Services Donation Form](#) is completed for donations of bookServices

## Definitions

Materials: books, audio-visual items, periodicals

Unsolicited donations: Donations of unsolicited library materials presented or sent to the Library.

- x Individual issues/volumes which fill gaps in the print collection or fill gaps in the North Queensland collections.
- x Individual title runs of five years or more where a new subscription will be placed, or the title is significant for the collection.
- x Backset holdings which extend or complete the runs of print holdings and which are significant for the collection
- x

### 3 Approval of Formed Collection Donations

3.1 Formal acceptance of formed collections is normally by the Director, Library and Information Services based on the recommendation of the Associate Director, Information Resources.

3.2 Library staff contacted at the first stage by potential donors are not to commit to any course of