



Regulations for the Acceptance of Donations and Bequests of Bibliographic Material

The Library of the Pontifical Gregorian University guarantees a balanced and sustainable development of its bibliographic collections for the purpose of supporting scientific research and teaching.

The Library acknowledges donations and bequests among the appropriate means for increasing its bibliographic and documentary heritage.

Acceptance of bibliographic material must abide to the criteria contained in these Regulations.

1. Acceptance Criteria

1.1 Acceptance of bibliographic material is contingent on the following:

- ✓ donated material must comply with a homogeneous and coherent development criteria of the collections
- ✓ the bibliographic relevance of the donation should be evaluated in view of the increase of the Library's collections
- ✓ the donated Fund or individual volumes should be of scientific, cultural or antiquarian interest
- ✓ the donated Fund or individual volumes should be in a good state of conservation
- ✓ donated material must be complete
- ✓ costs associated with inventory and cataloguing of the donated Fund, and its mid-to long-term conservation, must be sustainable
- ✓ convenient spaces, suitable for proper conservation of the Fund or of the donated volumes, must be available
- ✓ absence of obligations towards accepting the Book Fund in full or granting its unitary conservation, or that may be affecting its management

1.2 It is usually not accepted:

- ✓ material that deviates from the Library's scope
- ✓ works of which ownership is already claimed
- ✓ school manuals
- ✓ works deemed obsolete
- ✓ volumes in poor condition
- ✓ loose issues or single years of periodicals
- ✓ grey literature
- ✓ photocopied reproductions, even if complete
- ✓ dissemination material of little scientific relevance
- ✓ archival material
- ✓ self-publications

Offered material that is already part of the Library's collection can be accepted only if that is in line with service requirements or conservation needs of the bibliographic heritage.

Isolated issues or year's issues of printed periodicals can be accepted only if they are considered of particular scientific relevance or if they fill gaps in the existing collection.

1.3 In case of Funds that only partially satisfy the abovementioned conditions, the Library may propose to the Donor a selective acquisition of material deemed relevant, without prejudice to the Donor's right to withdraw his offer. If the offer still stands, the Library accepting the donation should not be considered responsible for the material excluded from the transaction, of which the Donor remains in charge (including freedom to donate to other Libraries, discard, etc.)

- 1.4 Material accepted as a gift, becomes in all respects part of the University's heritage, and can therefore be subjected to all necessary management operations (collections' restoration, dislocation, discard, etc.), the Library being relieved of any kind of obligation towards the Donor.
- 1.5 In case of Funds with special characteristics or particularly valuable, special conservation and access agreements may be concluded with the Donor.

2. How to Submit the Donation Proposal

2.1 In case of significant donations, such as scholars' and institutions' Funds, the Donor addresses the offer to the Library Manager through a letter of intent that must include:

- ✓ a sufficiently detailed description of the Book Fund, highlighting the relevant subject fields
- ✓ which type of documents comprise the donation (ancient and modern volumes, periodicals, archival material, grey literature, etc.)
- ✓ the Fund's state of conservation
- ✓ the Donor's declaration of ownership, transportation expenses and notary costs
- ✓ any Donor's wish regarding the conservation and treatment of the Book Fund

It is desirable that the Donor provides the Library with a list of titles comprising the Fund in order to facilitate a prompt evaluation.

The Library must be granted the opportunity to preview the material that is offered for donation.

2.2 For donations of smaller size or individual volumes, the Donor addresses the offer to the Library Manager and can choose between:

- ✓ attaching a detailed list of the documents that he/she intends to donate
- ✓ filling out the Waiver form (see Annex A), drop off the material with the Library Reception and Orientation Service staff, which will hand over the volumes to the Acquisition Section for the necessary examination. In this second case, the Library agrees to promptly communicate the outcome of the evaluation. All documents that will not be acquired, will be returned to the Donor with a transport fee entirely at his expense, or may be transferred to third parties free of charge, as expressly stated in the form signed at the time of the donation.

3. Acceptance Process

3.1 In case of donations of whole Funds, acceptance is based on the favourable opinion of the Rector and the Library Council, who will evaluate the quality and composition of the Fund and the advantages and charges associated with its acquisition.

3.2 For small-scale or single-volume donations, acceptance is made directly by the Library Manager.

3.3 If the offer is rejected, the Library gives motivated notice to the proposer, who is required to withdraw the deposited volumes within thirty days. In the event of non-collection within the aforementioned term, volumes will be deemed acquired by the Library, that will dispose of them as it sees fit.

4. Inventory and Cataloguing Treatment

4.1 Management of the physical acquisition, inventory, and cataloguing of donations is entirely up to the Library, upon adequate programming of its ordinary and extraordinary activities

4.2 The Library keeps a record of all documentation related to donated material.

Waiver Form

I, _____,
in agreement with the Library Manager, choose to deposit the material offered as a gift in the Library Offices for necessary examination, and agree that documents not acquired by the Library will be transferred to third parties free of charge, or exchanged with other libraries.

Author _____

Title _____

Author _____

Title _____

Author _____

Title _____

Data Treatment

Personal information provided in this form are processed by the Pontifical Gregorian University, controller of such data, both in electronic and paper format, for the sole purpose of fulfilling your requests of services. Personal data will be accessible only to the Library Management, as well as to the staff in charge of providing the service and processing data for statistical purposes; communication with third parties or dissemination is not admitted.

Provision of personal data and signing of the consent form at the bottom, necessary for the fulfilling of the application, will be acknowledged as an authorization to the Pontifical Gregorian University to use the data for the abovementioned purposes.

At any time, interested parties may exercise the rights provided for by the Privacy Code (Article 13th of the European Regulation 679/2016 *GDPR - General Data Protection Regulation*, in particular: the right to access their personal data, request its correction, updating or cancellation, as well as to oppose their treatment for legitimate reasons) by contacting the Data Controller, also by e-mail to the address: biblioteca@unigre.it.

Consent Form

Having read the abovementioned information, I consent to personal data processing by the Pontifical Gregorian University.

Read, approved, and signed:

Date _____

Requestor's Signature _____