

Alfaisal University Library

Library Gift Policy

I. Introduction

Alfaisal University Library welcomes the donation of gift materials which support the teaching and research needs of the University and enhance the collections of the University Library. Due to space limitations and processing costs, the Library must be selective in the type of gifts it can accept, but we are eager to explore possibilities with potential donors.

II. Selection Criteria

The Library Director, in conjunction with the appropriate Library subject specialist, will evaluate gifts to determine whether they should be accepted in whole or in part or whether they should be declined and other options suggested.

Donors are encouraged to donate materials which:

- Enhance existing strengths in the collections;
- support current teaching and research;
- and, are in good physical condition.

(In exceptional cases, the Library may accept books whose importance to the collection warrants investing in physical preservation. In such cases, the donor may be encouraged to help support the cost of the preservation treatment.)

The Library is unable to accept the donation of:

- textbooks
- mass market paperbacks
- condensed books
- outdated materials of little historic value
- short or broken runs of periodicals which do not fill in gaps in the existing collection
- highlighted, underlined, or otherwise damaged materials (e.g., brittle paper, presence of mold, deteriorated bindings)

III. Terms of Acceptance

Cataloging

The Library will catalog and add materials to the general collections as time and staff permits. Materials waiting cataloging will be retained in a closed storage area.

Restrictions

Gift materials which the Library keeps and catalogs are added to the general collections. The Library cannot maintain separately named or shelved collections, nor impose restrictions on use which will negatively affect access to the materials.

Disposition

Gifts are accepted at the discretion of the Library Director with the understanding that there are no conditions attached to their disposition.

IV. Acknowledgement

The Library will acknowledge receipt of gifts but cannot prepare itemized lists of materials received.

V. Packing and Transportation

The Library is very limited in its ability to pack and transport gifts to the gift storage area. It would be most helpful if donors could bear the responsibility for packing and transportation. The Library would appreciate it if periodical volumes were packed in sequential or chronological order.

The Library is prepared to discuss alternative arrangements for packing and transportation depending on the nature and location of the gift.

VI. Donations

To offer a gift to the Library, or to obtain further information, please contact:

Alfaisal University Library
PO Box 50927-Riyadh 11533
Kingdom of Saudi Arabia
Tel: + 966 (1) 2157842