TU Delft Library's donation policy

Introduction
The university library is responsible for managing and making available information resources that are important for the study and research by TU Delft staff and students. Donations of books, journals and other publications can be valuable to expand the collection, but are not accepted as a matter of course. The University Library applies a critical donation policy to ensure that the quality and relevance of the collection remains high.

Policy objective
This policy aims to clarify how TU Delft Library handles donations of various types of publications, visual materials, objects and archives. Among other things, it describes the criteria used to assess donations. In this way, the library tries to give potential donors an insight into the criteria used in assessing and processing donations.

Donating to TU Delft Library
The library is open to donations, but will not accept offered materials as a matter of course. Due to the limited storage space and resources needed to assess and process the material, we have to be selective. Donations will therefore only be accepted if they meet a number of selection criteria and are a valuable addition to the existing collection.

Selection criteria
The main guidelines regarding the inclusion of material are:

- The materials to be donated are unique and not yet present in the existing collection. The library keeps only one copy of each item.
- The material is relevant to the university and contains unique and valuable information not yet available in the collection.
- Paper materials that are already available digitally will not be accepted.
- Donated materials should be in good condition, with no missing pages, unwritten and free of moisture, mould and vermin.
- Journals are not accepted, but in special cases additions to current or closed journals in the field of architecture or urban planning for the Faculty Library of Architecture may be accepted, albeit to a limited extent.
- The library does not accept reference works, newspapers, leaflets, popular magazines, novels, encyclopaedias, records and videotapes. We apply additional criteria for some materials, see below.
TU Delft Library reserves the right to refuse donations that do not meet the criteria in this policy. Once offered and accepted, donations become the property of the library, with no obligation to return.

**Trésor (old and unique publications)**

TU Delft Library includes material older than 100 years in the Trésor as part of its duties. Donations of old and special works are always assessed by the Trésor curator. If a donation does not meet the criteria mentioned above, the curator will refuse the donation.

**Map materials**

TU Delft Library has an interesting map room, but does not accept donations of map material and only collects maps needed for its own teaching and research. To donate maps, contact the university libraries of Utrecht or Amsterdam, they have important collections on a national level.

**Image materials**

When accepting donations of photographs, we have a policy that the images must have a clear relationship with the university, such as photographs of the campus, academic events or historical moments at the university.

We also attach great importance to the quality and relevance of the images. They must have historical, academic or cultural value. This means that the photos, for example, offer unique insights into the history of the university, document important people or events, or are a valuable addition to existing visual material in our collection.

Also, the donated material must be in good condition. If the Library is unable to properly preserve the photographs due to physical damage or insufficient facilities, the material cannot be accepted.

**Museum Collection**

The Museum Collection contains objects connected to the history, research, or education of TU Delft. Think of measuring instruments, test specimens, lecture materials, demonstration devices, and research collections, but also art, for example in the form of professor portraits.

The same applies to museum objects, as donated material must be in good condition. If the library doesn't have the ability to adequately preserve objects due to limited facilities, the material will not be accepted.
Archives

- TU Delft Library aims to obtain archives of value to TU Delft or its legal predecessors. Selection criteria of archives:
  - Archives contain information on the creation of the organisation, as well as on the creation, dissolution or merging of departments or faculties.
  - Archives relate to individuals who have made a valuable contribution to TU Delft from their studies, research or position.
  - Archives of projects in which TU Delft has participated as a sponsor.
  - Archives dating from the war period, roughly between 1935 and 1950
  - Archives revealing major policy and organisational changes within the university.

If these archives are obtained, their relevance to TU Delft will be determined in consultation with the archive creator, based on the selection criteria mentioned above. If DMA decides to accept such archives, DMA will bear responsibility for their further selection and management.

Delivery of material

We ask donors to contact the library via the digital donation form. After an initial assessment, the library requests that the materials needed for further screening be delivered to the library. A donor is responsible for shipping the donation, including any costs involved.