

# TU Delft Library

## Introduction

The University Library is responsible for managing and making available information resources that are important for the research and studies of TU Delft employees and students. While donations of books, journals and other publications can be valuable in expanding the collection, they are not accepted as a matter of course. The University Library has a discerning donation policy in order to safeguard the collection's high quality and relevance.

## Purpose of the policy

This policy serves to clarify how TU Delft Library manages donations of various types of publications, visual materials, objects and archives. Among other things, the policy describes the criteria applied when it comes to evaluating donations. In this way, the Library seeks to give potential donors insight into the criteria used in evaluating and processing donations.

## Donating to TU Delft Library

Although TU Delft Library is open to donations, it will not automatically accept all materials offered. Given our limited storage space and the resources required for review and processing, we apply a selective policy. Donations will be only accepted if they meet the selection criteria listed below and constitute a valuable addition to the existing collection.

Once a donation has been offered and accepted, it becomes the Library's property, with no obligation to return it. As such, the Library gains full control over the donation and the freedom to use it as it sees fit.

## Selection criteria

The main guidelines regarding the acceptance of material are:

- The materials to be donated are unique and not yet present in the existing collection. The Library keeps only a single copy of each item.
- The material is relevant to the university and contains unique and valuable information that is not yet available in the collection.
- Paper materials which are already digitally available will not be accepted.
- Donated materials should be in good condition, with no missing pages, no writing added and free of humidity, mould and pests.
- Although journals are not generally accepted, in certain particular cases additions to current or closed journals in the field of architecture or urban planning may be accepted for the Faculty Library of Architecture and the Built Environment, albeit to a limited extent.
- The Library does not accept reference books, newspapers, brochures, popular magazines, novels, encyclopedias and long-playing records (LPs).

We apply additional criteria for certain materials, please see below.

### **Trésor (old and unusual publications)**

TU Delft Library considers it part of its tasks to include materials older than 100 years in the Trésor. Donations of old and unusual works are always reviewed by the curator. The curator will decline donations that do not meet the criteria listed above.

### **Map materials**

Although TU Delft Library has an interesting map room, it does not accept donations of map materials and only collects maps needed for its own teaching and research. If you wish to donate maps, please contact the university libraries of Utrecht or Amsterdam, who maintain important collections at the national level.

### **Images**

Our policy for accepting donations of photographs is that the images must have a clear relationship to the university, e.g. photographs of the campus, academic events or historic moments at the university.

In addition, the quality and relevance of the photographs is very important to us. They must have historical, academic or cultural value. In other words, the photographs should offer unique insights into the history of the university, e.g. document important people or events, or constitute a valuable addition to the current visual material in our collection.

For images, too, we require that the donated material be in good condition. Should the Library be unable to properly preserve the photographs as a result of physical damage or inadequate facilities, the material will be rejected.

### **Museum Collection**

The Museum Collection contains objects associated with history, research or education at TU Delft. The curator will review donations of objects. If a donation does not meet the selection criteria listed above, the curator will decline the donation. Additionally, should the Library not be able to adequately preserve objects due to the facilities, the material will not be accepted.

## **Archives**

TU Delft Library aims to obtain archives that are of value to TU Delft or its legal predecessors.

Archive selection criteria:

- The archives contain information about the foundation of the organisation, as well as the foundation, dissolution or merging of departments or faculties.
- The archives relate to individuals who have made valuable contributions to TU Delft based on their studies, research or position.
- The archives relate to projects in which TU Delft has participated as a sponsor.
- The archives date back to the war period, broadly between 1935 and 1950.
- The archives revealed significant policy-related, organisational changes within the university.

If these archives are obtained, whether they are relevant 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 an archive, DMA will bear responsibility for its further selection and management.

## **Delivery of materials**

We ask donors to please contact the Library using the [digital donation form](#). After an initial review, the Library may request that materials needed for further screening be delivered to the Library. Donors are responsible for shipping the donation, including any related costs.