

Donation Policy

Over time, donations have played a significant role in developing the size, depth, and diversity of the Library's print resources.

In order to build a quality collection, it is the policy of AMR Library that donations be accepted with the understanding that, upon receipt, they are then owned by the University and become part of the Library's Collection.

Therefore, the Library reserves the right to determine their retention, location, cataloging treatment, and other considerations related to their use and disposition.

As a general rule, donations will be added to the collection following a selection criteria similar to that for purchased materials, as per the Library's own **Collection Development Policy**.

Please carefully consider the following criteria before selecting a title for donation:

All donated print books:

- Must be individual titles (one copy per title; no multiple copies will be accepted)
- Must not be a set eg: no encyclopedias, etc
- Must EITHER:
 - Support the curriculum and/or research needs of the current Colleges and majors
 - EG: nonfiction or reference materials
 - Please check the GUST website for current departments, majors & courses on www.gust.edu.kw
 - OR
 - Support the recreational reading needs of the GUST Community
 - Eg: classic or modern fiction, novels, easy reading titles for ESL
- Must provide a lasting value or an anticipated value to the Library and GUST
- Must be in good condition and of a suitable format for users; hard cover is preferred over paperback
- Must be authored by reliable, credible and authoritative sources
- Must be delivered to the Library (no pick-ups can be arranged)

Embassy or Official Donations

- In addition to the above criteria, the Embassy should also provide the Library with a small flag and stand to display on the shelf above their section.
 - Flag size height with stand: 30cm. Flag size: Length - 23cm x Width - 14cm
- No signage/plaque, etc will be accepted
- Final selection of titles will be subject to the Library's approval, and any rejected titles must be accepted back by the Embassy. Titles will be considered for deselection based on age, condition, use and relevancy.
- The Deans, VPAA and Management Team may be notified of any donation that requires formal acknowledgement of the donor.