



**The Technion - Israel Institute of
Technology
Procedures**

Procedure No.: 15-0105
Effective from: 27.2.2017
Edition: 1
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**Acceptance and treatment of Donated literature
in Technion Libraries**

1. Background

The Technion libraries accept, store and process the Technion's various collections of literature. Some of these collections are received as donations, with no compensation.

2. Objective

The objective of this regulation is to outline a uniform process for accepting and processing materials for all Technion libraries.

3. Definitions

- 3.1. Donations of Literature – an item, or a collection of items, received by one of the Technion's libraries without payment or other compensation. The item may be in printed or in electronic format
- 3.2. The Technion libraries (hereafter "the library") – The Technion library system which is comprised of the Elyachar Central Library, and its branches in the faculties (hereafter "the faculty libraries").
- 3.3. Bibliographic details – The identifying details of a printed or electronic item, such as: author, title, publisher, year, edition, etc.
- 3.4. Means of access to electronic items – the manner in which access is granted (user name, password, IP, the number of simultaneous users, means of printing/ saving/ copying, etc.)
- 3.5. Accepted working procedures – The routine working procedures in the Central Library and in the faculty libraries.

4. Authority and Responsibility

- 4.1. It is the responsibility of the head of the Collections and Processes Management Division or someone appointed by him/her, to acknowledge receipt of a donation of literature and to direct its processing in the Central Library.
- 4.2. It is the responsibility of the head of the Collections and Processes Management Division in the Central Library, or someone appointed by him/her, to deal with the accessibility of the electronic items received as a donation in the Central Library or in the faculty libraries.
- 4.3. For electronic resources, their incorporation into the Central Library or in the faculty libraries must be coordinated with the Head of Information Technologies Division in the Central Library or someone appointed by him/her.
- 4.4. It is the responsibility of the head of the faculty library to acknowledge and to accept donations of literature to that faculty library and to transfer them to the Central Library for further processing
- 4.5. In the case of a donation to the historical archive, the acceptance of the item must be coordinated with the head of the archive or someone he/she has appointed.

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5. Method

5.1. Principles

- 5.1.1. The library is not committed to accepting every item in every collection which has been donated, or every collection which has been received.
- 5.1.2. All donated items become the property of the Technion.
- 5.1.3. The library reserves the right to refuse any donation of items, even after they have arrived. In the latter case, the library will be permitted to donate, to sell or to recycle the item.
- 5.1.4. The acceptance of items and collections will proceed in accordance with regulation # 15-0103 – a regulation dealing with evaluating collections (In Hebrew version only).
- 5.1.5. The acceptance of reading books is to be approved by the recipient library.
- 5.1.6. Books for children and youth will be sent to the central library for processing, in keeping with the planned allocation of a section for children's and youth literature.
- 5.1.7. The handling and shipping costs will be borne by the donor, except for unusual circumstances. Final approval must be received from the administrative head of the faculty/ the central library.
- 5.1.8. A donation of items from other countries which impose added expenses on the Technion (VAT, customs fees, etc.) will be evaluated. Should the library decide to accept the donation, it must cover the expenses and see the donation through customs.
- 5.1.9. A donation of electronic resources requires an assessment of the expenses incurred and the technological changes required in the Central Library for their access. The assessment of expenses and the details of the required changes must be obtained from the Head of Information Technologies Division before deciding to accept the donation. In all cases, the expenses for absorbing and making the materials accessible will be borne by the accepting library.
- 5.1.10. The library is not obligated to accept the terms of the donor.

5.2. Treatment of offers to donate literature

- 5.2.1. If possible, the recipient of an offer of a donation (hereafter "the library") will ask the donor to sign a declaration form before sending the donation to the library (see appendixes 1, 2). **The form must be saved as authentication.**
- 5.2.2. If it is not possible to obtain the donor's signature, the details of the donation must be recorded along with the circumstances of its acquisition, and they are to be filed as an authenticating document along with the declaration forms (paragraph 5.2.1 - see appendixes 1, 2).
- 5.2.3. To the extent possible, the donor will give the library a list of the items offered in advance. In the case of printed items, the list will include bibliographic information (see appendix 7). For electronic resources, the list will state bibliographic information, mode of access, duration of access and date of copyrights (see

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appendix 7). The legal status of the donation regarding copyrights must be confirmed.

- 5.3. The incorporation of printed literature (after the donated item have been received).
- 5.3.1. The condition of the items must be examined. If necessary, they should be sent for binding and/or disinfection.
 - 5.3.2. If the items have not been inspected beforehand, they should be examined in accordance with regulation 15-0103 (see 5.1.4 above).
 - 5.3.3. According to the recipient's judgment, a letter of appreciation should be sent to the donor. It is recommended that the letter will be sent not later than two weeks after receipt of the donation (examples of letters in English and in Hebrew can be found in appendixes 3, 4).
 - 5.3.4. An item which is not desired can be offered to other libraries.
 - 5.3.5. If the donation is not accepted, a rejection letter should be sent to the donor (see appendix 5). A rejection letter is obligatory only if the donor expressed specific condition(s) before sending the donated item(s).
 - 5.3.6. Upon receipt, the item will be incorporated into the library systems, in accordance with the routine procedures of the Central Library and in the faculty libraries. The donor's name will be recorded by the Central Library in the library catalogue only if it has been so requested by the accepting library.
 - 5.3.7. Items which are accepted by the historical archives will be added to the archives' catalogue.
- 5.4. The incorporation of electronic resources
- 5.4.1. When an electronic resource is received (by the Central Library or by the faculty libraries) the Head of the Collections and Processes Management Division, or someone appointed by him/her must be informed, as well as the Head of Information Technologies Division, or someone appointed by him/her.
 - 5.4.2. The resource is to be incorporated into the library systems in accordance with routine procedures in the Central Library.
 - 5.4.3. If the recipient of the donation so decides, a letter of appreciation should be sent to the donor. It is recommended that the letter will be sent no later than two weeks after the receipt of the donation (examples of letters in Hebrew and in English can be found in appendixes 3 and 4).
- 5.5. Placement of the items
- 5.5.1. Printed items will be shelved in accordance with the policy of the specific library relating to the item type
 - 5.5.2. Items accepted by the historical archives will be stored in the archives' room under suitable conditions for preservation.

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6. **Applicability and validity**

- 6.1. The regulations and administrative instructions apply to all the Technion libraries.
- 6.2. This regulation is valid from its date of publication.

7. **Appendixes**

- 7.1. Appendix 1 - Hebrew Donor Form
- 7.2. Appendix 2 – English Donor Form
- 7.3. Appendix 3 – Wording for a letter of appreciation to a donor – Hebrew
- 7.4. Appendix 4 - Wording for a letter of appreciation to a donor – English
- 7.5. Appendix 5 – Wording for a letter of rejection to a donor – Hebrew and English
- 7.6. Appendix 6 – Form documenting receipt of a literature donation
- 7.7. Appendix 7 - A list of sources for donations of literature.



Matanyahu Englman –
Executive V.P. and Director General



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Appendix 1 - Hebrew Donor Form

הצהרת תורם

(טופס Don-20160706 – Heb)

לכבוד

ספריית _____

הטכניון – מכון טכנולוגי לישראל
חיפה

אני מאשר/ת בזה שתרמתי ל _____ את הפריטים הבאים/ים:

*ניתן לצרף לטופס רשימה נפרדת

ידוע לי שכל תרומת ספרות הופכת לרכוש הטכניון והספרייה רשאית לדחות את התרומה גם לאחר הגעתה לספרייה, אם יתברר שאינה תואמת את צרכיה. במקרה כזה הספרייה תוכל לתרום, למכור או למחזר את החומר.

כמו כן אני מתחייב/ת לשאת בהוצאות המשלוח וכל העלויות הנלוות במלואן (מע"מ, מכס וכו')

במקרה של פריטים אלקטרוניים בלבד, אני מצהיר כי אני הוא בעל זכויות היוצרים או שמונית על ידו ויש לי את הזכות החוקית להעביר את הפריט לשימוש כדלקמן (נא לסמן):

- הגישה היא עבור כל המשתמשים המורשים בטכניון (על פי הגדרות הטכניון)
- הגישה היא עבור פקולטה _____ בלבד
- הגישה מותרת עבור קבוצה _____ בלבד (התקנה מקומית או גישה באמצעות שם משתמש וסיסמה)
- הגישה היא מ (נא לסמן):

- שרת מרוחק באמצעות שם משתמש וסיסמה / IP טכניוני (מחק את המיותר)
- שרת טכניוני (אופן הגישה יוחלט על ידי ראש תחום טכנולוגיות מידע ומיחשוב בספרייה המרכזית או מי שמונה מטעמו)

אני מצהיר בזה שאין לי ולא תהיה לי בעתיד כל דרישה או תביעה לגבי תרומתי.

שם התורם:

	<p align="center">The Technion - Israel Institute of Technology Procedures</p>	<p>Procedure No.: 15-0105 Effective from: 27.2.2017 Edition: 1</p>
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מספר תעודת זהות או דרכון :

כתובת :

טל' :

דוא"ל :

חתימה :

תאריך :

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Appendix 2 – English Donor Form

Donor's declaration
(Don-20160706- Eng)

_____ Library
 Technion – Israel Institute of Technology
 Haifa, Israel

This is to confirm that I have donated the following items*:

*(A separate list may be attached)

I am aware that all donations become the Technion's property, and that the Technion libraries have the right to reject donations even after their arrival, if it becomes clear that the material is not compatible with their needs.

In this case, the libraries maintain the right to re-donate, sell, or recycle the items.

I assume full responsibility for all entailed shipping costs, including additional charges such as: VAT, custom fees and so on.

(In the case of electronic resource only), I declare that I am the legal owner of the copyright, or I have been appointed by the legal owner to transfer the items for the following usage (please mark):

- Access is for authorized users in the Technion (by Technion's definition)
- Access is for the Faculty of _____ exclusively
- Access is permitted for group _____ exclusively (local installation or access by username and password)

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Access is by:

- Remote server via username/ password /Technion IP (delete the irrelevant)
Technion server (access method will be determined by the Central Library's staff)

I declare that I do not have, nor will have in the future, any demands or claims about these donations.

Donor's name:

Israel ID or passport number:

Address:

Phone number:

Email:

Signature:

Date:



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Appendix 3 – Wording for a letter of appreciation to a donor – Hebrew

להלן דוגמאות למכתבי תודה אפשריים. הנוסחים אינם מחייבים:

דוגמא א'

שלום רב,

קיבלנו בתודה את ספרך/הספר _____ לספרייה _____
הספר/ים יתווספו לאוסף ואנו בטוחים כי יתרמו רבות לקוראיה.
נשמח לקבל בעתיד ספרים רלוונטיים נוספים.

דוגמא ב'

שלום רב,

קיבלנו את ספרו של _____: _____ (כותר הספר)
אנו מודים לכם על הספר, שיכנס לאוסף הספרייה _____ ויביא תועלת למתעניינים בנושא.

דוגמא ג'

שלום רב,

הפריטים הבאים _____
התקבלו/ במשרדי הארכיון ההיסטורי של הטכניון ע"ש נסיהו.
הפריטים יתווספו לאוספי הארכיון.
אנו מוקירים תודה ובטוחים שתרומה זו תשרת מתעניינים בנושא.

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Appendix 4 - Wording for a letter of appreciation to a donor – English

להלן דוגמאות למכתבי תודה אפשריים. הנוסחים אינם מחייבים :

Here are examples of appreciation letters. Their wording is not compulsory:

דוגמא א'

Dear Mr./Ms.

We would like to thank you cordially for kindly donating the book titled _____ to our library.

We are certain that the book will be of interest to our library users.

Yours,

דוגמא ב'

Dear Mr./Ms.

Thank you for your book " _____ ".

We appreciate the gift. It will be added to our collection.

Yours,

דוגמא ג'

Dear Mr./Ms.

Thank you for thinking of us and for sending your _____

We are grateful for your donation.

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תגובה

Dear Mr. /Ms.

We would like to thank you cordially for kindly donating to the Nessyahu Historical Archive the following item/s _____.

The item/s have been added to the Archive's collection.

We are grateful and are confident this contribution will be valuable to the collection.

Regards,

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Appendix 5 – Wording for a letter of rejection to a donor – Hebrew and English

להלן דוגמאות למכתבי דחייה אפשריים. הנוסחים אינם מחייבים:

Here are examples of rejection letters. Their wording is not compulsory:

שלום רב,

תודה על הצעתך הנדיבה לתרומה לספרייה _____

לדאבונו, בשל אי התאמה של התרומה לאוספי הספרייה/בשל חוסר מקום/בשל התנאים

שהצבתם/בשל ההוצאות הנלוות לקליטת התרומה/ לא ניתן לקבל אותה.

נשמח אם תשקול/תשקלי/תשקלו תרומות נוספות בעתיד.

בברכה,

Dear Sir/Madam,

Thank you for your generous offer for a donation to _____ library.

Regretfully, space constraints/lack of relevance for our collection/our inability to meet your conditions/

our inability to incur the incidental costs, prevent us from accepting this donation.

We will be delighted to consider further offers for donation in the future.

Sincerely,



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Appendix 6 – Form documenting receipt of a literature donation

(טופס 20160719-Heb-Doc)

תאריך קבלת התרומה בספרייה _____
שם התורם (אם ידוע) _____
איש סגל בטכניון כן/לא _____ פקולטה _____
סטודנט בטכניון כן/לא _____ פקולטה _____
כתובת (אם ידועה) _____
טלפון (אם ידוע) _____
אימייל (אם ידוע) _____

אופן קבלת התרומה (כגון: דואר – עם/בלי מכתב מלווה, הונח בספרייה וכו'):

רשימת הפריטים:

(ניתן לצרף רשימה נפרדת) _____

החלטה לגבי התרומה (האם נקלט, נמסר וכו'):

תאריך _____ שם ותפקיד _____ חתימה _____

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Appendix 7 - A list of sources for donations of literature.

In the offer for donation please include the following details:

Title

Author

Publication date

Publisher

Number of volumes (if necessary)

Physical condition

Format (print or electronic)

Access (remote server or local server – for electronic resources)