Annexure-2

Guidelines for Accepting Books on Donation in the Banaras Hindu University Library System

Accepting books on donation (free)in the Banaras Hindu University Library System involves several considerations to ensure the additions are beneficial and aligned with the library's mission. Here are some guidelines that can be followed:

1. Donated books must align with the library's collection development policy and support its goals. Books should support the academic programs and research needs of the university.
2. Formal request letter stating what and why they are donating should come from the donor. This letter should be accompanied by a list of books being donated. Sending such a letter with a list should be done before physically bringing the books to the library.
3. Transportation for bringing and taking back (if not accepted certain or all books) should be borne by the donor.
4. Not accepted books should be informed, and the donor should collect the books at their own cost and effort. If the donor does not collect the books within one month, the books may be disposed by the library in any manner.
5. Only books in good condition shall be accepted.
6. Books which are legally banned shall not be accepted.
7. Books having stamps (personal or institutional) and instructor copies will not be accepted.
8. Books should be of interest to students, facultyand researchers.
9. Duplicates will only be accepted if they are relevant to the requirements of the library.
10. The donor should certify the genuineness of ownership and legality of the books being donated.
11. A review committee duly constituted by the University Librarian shall evaluate all donations to determine their suitability and submit its recommendations to the University Librarian.
12. After the recommendation of the review committee, the donated books shall be accepted only with the approval of the Librarian.
13. After donation of books to the library, the donor shall not have any kind of rights over the donated book.
14. The library reserves the right to retain/weed out any donated books which are not useful to the library.
15. The Book DonationAcceptance Policy of the BHU Libraries will be displayed on the library website.
16. This policy will be reviewed and modified from time to time.

Sayaji Rao Gaekwad Library (Central Library)
Banaras Hindu University, Varanasi

University Library Donation Form for Donated Books

Donor Information:

Name:

Address:

Phone Number: Email Address:

Donation Details:

Date of Donation:

Number of Books Donated:

Title(s) and Author (s): (Please attach a list, if more space is needed)

Condition of Books: New / Old

Purpose of Donation:

Undertaking:

I hereby declare that I have read the Book Donation Acceptance Policy and I agree to adhere to the policy in the matter of books donated.

Date: (Name & Signature of Donor)

Library Use Only

Received By:Name: _____Signature: _____Date:

Name of Library / Section of the Central Library:

Condition Assessment: Accepted/ DeclinedComments: _____

Acknowledgment Sent: Yes/No Date: _____