

# Acquisitions – Donations – Archival Material

Approved by Collection Management Procedures Committee 12/03/2015]



## Introduction

This procedure describes the acquisition process for donations of archival material

## Receiving and allocating an offer

- An offer of donation is made in person, or via phone, email, Reftracker
- Offer is reviewed by the Collection Acquisition Officer (CAO), who will reply to simply enquiries immediately
- An *Assessment of Materials for Acquisition* form is to be completed for material left in person at the Library.
- All enquiries are allocated to Librarians by the CAO in consultation with the Collection Development Specialist librarian (CDSL)
- Complex acquisitions and high value items will be preferably allocated to Grade 2 Librarians
- CAO will enter details of the offer on the *Register of Acquisition Proposals* and create a file or request the existing file. If the offer is declined at first contact, documentation will be filed under COLLECTION & ORGANISATION - ACQUISITION – Archival material – Offers declined – [financial year]

## Item is assessed

- Librarian will gather further information regarding the offer as required. This may involve site visits to view and assess the material. Librarian will request that the client complete a Box List Template for Collections as appropriate.
- The offer is assessed by the Librarian for significance according to the Collection Development Policy and relevant guidelines and criteria.
- Librarian will liaise with the donor regarding what material is suitable for the Library and what will not be accepted by the Library.
- If required, subject matter experts should be consulted to assist with the assessment.

## Decision

- Librarian will either decline the offer or recommend to accept the offer.
- If offer is declined:
  - Librarian will contact client to notify them using the rejection letter template and to arrange the return of material.
  - A copy of the letter is to be placed on file and saved in the R drive.
- If offer is recommended for acquisition the Librarian will:
  - Prepare an acquisition report (including statements on significance, valuation, known preservation issues and intellectual property rights) and submit to CDSL for endorsement. CDSL will submit the recommendation to Manager, CS&D for approval.
  - Send archival boxes to the client if required.
  - Send two copies of Donation and use of materials form to the client (one to be returned by client) together with an acknowledgement letter. A copy of the letter is to be saved on the R Drive.
  - Arrange delivery of material if not already in the Library.

- Details of very significant offers (over AU\$30,000, significant associations with clients or public figures, and/or requiring significant resourcing due to size or complexity to conserve or make accessible to clients) are to be submitted to the Collection Management Group for endorsement.

### **Processing**

- When material has arrived at the Library, the Librarian is to:
  - Create an accession record on ACMS.
  - Enter details on Acquisitions spreadsheet.
  - Transfer the file to the Library Technician Grade 2, Archival Team for processing, together with a completed Acquisition of original materials to be entered in Millennium form.

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**Collection Liaison Specialist Librarian**

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