

# LEARNING RESOURCE CENTRE (LRC) COLLECTION DEVELOPMENT POLICY 2021 - 2024

Prepared by LRC Collection Development Team



William Angliss Institute acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First People and Traditional Custodians. We pay respect to Elders past, present, and emerging and are committed to making a positive contribution to the wellbeing of Aboriginal and Torres Strait Islander students.

William Angliss Institute also acknowledges the Traditional Custodians and their Ancestors of the lands and waters across Australia where we conduct business.

William Angliss Institute values diversity. We are committed to providing a safe, culturally appropriate, and inclusive service for all people, regardless of their ethnicity, faith, ability, sexuality, socio-economic status, or gender identity.

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## 1. INTRODUCTION

William Angliss Institute (WAI) Learning Resource Centre (LRC) is the primary information service provider for the Institute. The LRC provides and promotes access to information sources integral to the academic endeavours of students, staff and Institute community.

The LRC's aim is to achieve excellence in the provision and promotion of information services through relevant collections in both physical and digital forms and by providing flexible learning spaces that give students choice in how they want to learn.

The development of the LRC collection, in all formats, is an inclusive process involving a Collection Development Team and it welcomes purchase suggestions from Institute staff and students.

Over the life of this policy it is expected that the LRC will increase the proportion of its budget allocated to electronic resources. The increasing availability of e-resources that support the Institute's teaching and learning programs and the increasing expectation from our users that access to resources should be available from anywhere and at any time are the main determinants in this budget reallocation.

This document will be reviewed annually by the Collection Development Team to ensure currency and fit to purpose. The Team will evaluate the Collection Development Policy against changing circumstances of the teaching, learning and research activities of the Institute.

## 2. PURPOSE

The LRC Collection Development Policy is primarily intended to clarify the framework and guidelines and inform purchase decisions for the LRC Liaison Librarians. It is also a public document which provides information to the broader Institute community on the scope of the collection and on future collecting intentions in the specific areas that are strongly supportive of our teaching specialisations.

The policy also provides the Institute with a clear statement of the LRC's goals and policies relating to collection development.

## 3. DEFINITIONS

### CLIENTS

A client is a broad term that includes anyone with access to some set of library services. Clients include any currently enrolled student, staff member, WAI Executive Team, WAI Board, reciprocal borrower, Alumni and specific WAI contractors. LRC clients are also referred to as **WAI Community** or **Users**. For a full list of client types and their borrowing privileges please visit the LRC webpage <http://library.angliss.edu.au/borrowing/loan-periods>

### COLLECTION DEVELOPMENT

Collection Development is the process of building useful, balanced collections within a set budget. It also includes selection criteria, resource sharing, replacement of items, and routine withdrawal. Through collection development the LRC will facilitate seamless access to robust and distinctive collections which enrich the educational experience for LRC clients.

## **COLLECTION DEVELOPMENT TEAM**

This team of Liaison Librarians in conjunction with the Electronic Resources Librarian are principally responsible for making collection development recommendations.

## **Demand Driven Acquisition (DDA)**

DDA, also referred to as Patron Driven Acquisition (PDA), is a model of library collection development in which a library only purchases materials when it is evident that a patron wants them. Most typically associated with e-books this selection model allows patrons to request the LRC purchase, or give access to resources based on their visibility within the library's catalogue.

## **E-BOOK**

An online resource, or electronic book, that mimics a traditional print book in layout and content.

## **ELECTRONIC RESOURCES**

Electronic resources are information resources in digital form accessed online. These may be licensed or free resources. Examples are: e-books, e-journals, subject guides, databases, video streaming, digitised menus and other archive resources.

## **FLEXIBLE LEARNING SPACES**

The LRC will continue to evolve to meet the teaching and learning priorities of the Institute. As such, improved technology, wireless, printing, zoned study spaces and electronic access are all recognized as important to strategic initiatives. Several recent initiatives in the design space have been implemented to give the LRC's clients more choice in how and where they work within the LRC. Private or group study rooms, soundproof media pods, a designated quiet zone, increased number of laptop carrels, banks of computers in addition to individual computers and open access group work tables comprise the zoned study spaces within the LRC. A newly created unstaffed after-hours space gives LRC clients extended access to computers, printing, Wi-Fi and a quiet study environment beyond the normal LRC opening hours.

## **INFORMATION SOURCES**

In the context of this document information sources refers to the provision of and access to a wide range of information services and resources the LRC provides to its clients. It is intended that this encompasses all resources regardless of format, databases, training, information literacy and learning support activities.

## **JOURNALS**

For the purposes of this document Journals, Serials and Periodicals will be used interchangeably. See also entry under **Periodical**.

## **LIAISON LIBRARIANS**

Four LRC staff with expertise in the subject disciplines taught at WAI provide services and support to the academic and teaching staff in their respective subject department. Liaison support includes, but is not limited to, targeted training, bibliographic checking of proposed readings, facilitating purchase of resources, research, and one on one support to academics and tutors. The inclusion of liaison librarians is indicative of the transition of the LRC to the stronger academic support of Higher Education within the Institute.

## **LICENSED RESOURCES**

Generally this refers to resources that have an ongoing financial commitment where a contract is normally provided. Examples are: periodicals, e-book platforms, video streaming services, subscribed content via database vendors.

## **LRC**

The Learning Resource Centre (LRC) is the name given to the Institute's Library and comprises the staff and services delivered at WAI's La Trobe Street campus. Support is also offered remotely to WAI sites at Singapore and Sydney. The LRC supports a blended model of information resources and services that equally support both our Vocational and Higher Education clients.

## **MANAGER, LIS**

Manager, Learning & Information Services (LIS) has overall budgetary responsibility for the LRC.

## **OP. EX.**

Operational expenditure is used for the purchase of resources, other goods and services etc.

## **Patron Driven Acquisition (PDA)**

See Demand Driven Acquisition

## **PERIODICAL**

Periodical refers to any physical item which is published on a regular basis, such as journals, academic journals, magazines and newspapers.

## **PHYSICAL RESOURCES**

Physical resources refer to any resource in physical form such as books, print journals, DVDs, menus, etc.

## **RECREATIONAL RESOURCES**

This collection includes a small selection of fiction, manga, biographies, general release movies and magazines. This collection is generally maintained at current levels but not increased significantly.

## **RESOURCES BUDGET ALLOCATION**

The Resources Budget Allocation (RBA) is the annual budget provided by the Institute to the LRC for the provision of access to information resources.

## **WAI**

William Angliss Institute ('the Institute') is principally located at 555 La Trobe Street, Melbourne. The Institute is the specialist provider of vocational education and training in the four disciplines of foods, tourism, hospitality and events in Victoria. WAI also has a burgeoning Higher Education faculty offering specialist degrees at Undergraduate and Masters levels.

## **WILLIAM ANGLISS ARCHIVE COLLECTION**

The WAI Archive collection is dedicated to acquiring materials about William Angliss Institute to document and preserve the cultural heritage of the Institute. The collection currently includes approximately 3600 items including books, pamphlets and brochures, newspaper clippings, manuscripts, videocassettes, photographs, plans, portraits and pictures, DVDs and CD-ROM.

# **4. COLLECTION DEVELOPMENT PRINCIPLES**

## **4.1 LRC**

The LRC is the gateway to vocational and scholarly information supporting teaching, learning and research at WAI.

The LRC locates, acquires, preserves and provides flexible access to information regardless of its format or delivery mechanism in response to its clients' needs.

The LRC is responsible for the preservation of, and providing access to, the WAI Archive Collection. This collection is dedicated to acquiring materials about William Angliss Institute to document and preserve the history of the Institute.

Principally the LRC provides a range of services and resources for clients on campus. It does offer remote support to other Institute locations, namely Singapore and Sydney.

The LRC collections are actively managed during their entire lifecycle to ensure they remain relevant to current WAI needs. This development is guided by input from the Institute's faculty of Higher Education and the Vocational Education division but managed by the Collection Development Team.

The LRC participates in collaborative and collective arrangements with other library services, vendors, and publishers where these further the interests of the WAI community.



## 4.2 GENERAL

The values of the Institute and LRC support the equal and equitable rights of its clients to access information regardless of age, race, gender, religion, disability, cultural identity, language, political allegiance, lifestyle choice, socioeconomic status or social viewpoint.

The LRC adopts an inclusive approach in developing and implementing policies regarding access to information.

The LRC ensures that its clients have access to information in all formats independent of location. Therefore the LRC collection will represent broadly the views and preferences available in print, audio-visual and online material.

The LRC observes laws and regulations governing access to information and promotes the use of Creative Commons licenses and Open Access publishing. As a matter of principle the LRC will resist censorship attempts to restrict access to information and ideas.

The LRC's collections reflect readership levels from Certificate to Bachelor and Master's Degree level.

The LRC complies with the provisions of the Commonwealth of Australia Copyright Act 1968 and its amendments.

## 5. COLLECTION DEVELOPMENT PRACTICES

### 5.1 EXPENDITURE

The LRC will expend its RBA funds for information resource acquisition in subject areas that complement the educational focus of the Institute.

The LRC will maintain an appropriate balance between expenditure on print and electronic resources.

As a general guideline the amount spent on journals will not exceed 25% of the total RBA.

Outlay on some tools or services that simplify or streamline discovery and access to resources will be purchased under a separate Op. Ex. account code and authorized by the Manager, LIS.

All journals, books (both print and electronic) and physical DVDs will be selected by the members of the Collection Development Team. Selections will then be ordered and purchased by the LRC Team Leader using preferred LRC suppliers.

The Manager, LIS will monitor the RBA and advise when the following expenditure points are reached or exceeded:

- 75% expended
- 100% expended



## 5.2 ACCESS AND LICENCES

### 5.2.1 ACCESS

The overarching principle is that access to print and electronic resources is made available to all LRC clients. However, in some cases embargoes, copyright restrictions, licence agreements or other conditions may restrict access to a particular resource.

The LRC will, where possible and appropriate, offer online access to resources in preference to providing print. Generally the decision to purchase resources in print or electronic form is driven by faculty preference, followed by availability of content and pricing.

The LRC aims to make all information resources discoverable online in the most simple and user-friendly manner possible.

### 5.2.2 LICENCES

The LRC will actively monitor subscribed content and other licensed resources to ensure content is current and fit to purpose, licence renewal dates are met, and vendors are providing the most cost-effective access.

The LRC provides access to its licensed resources to all its clients regardless of location. Currently EZproxy authenticates LRC clients via IP address.

Generally access to licensed resources is charged on a per-use, concurrent use or equivalent full time student basis.

## 5.3 SELECTION

The Collection Development Team welcomes and encourages recommendations from current LRC clients.

The Collection Development Team in consultation with academic and teaching staff are responsible for ensuring that the LRC collections reflect and support the teaching, learning and research requirements of LRC clients.

Academic and teaching staff are responsible for acquiring inspection copies of texts for evaluation and review from publishers. The LRC Team Leader will facilitate purchase of the resource once the academic has finished assessing it and found it suitable as a recommended text for their particular subject(s).

A member of the Collection Development Team will ensure all newly acquired LRC resources are promoted to Institute staff via a monthly newsletter posted on the staff intranet.

Academic staff who have requested a library resource be purchased will be notified as soon as the item is ready to borrow.

At least one copy of every recommended text will be purchased where available. LRC preference is to provide access to one e-book copy with a NL (non-linear) or UA (unlimited access) licence wherever possible.

Where an electronic copy of a recommended text is not available the LRC will either:

- Scan chapter(s) from an available print copy and make the scan available in the relevant Moodle shell; or
- Purchase multiple print copies, dependent upon item price and available budget

Guidelines for multiple copies are as follows:

## HE

### **Recommended texts**

No. of students	No. of copies
1 – 30	1
31 – 60	2
61 – 90	3
91 – 120	4
121 – 150	5
151+	6

## VET

### **Recommended texts**

No. of students	No. of copies
1 – 30	1
31 – 60	2
61 – 90	3
91 – 120	4

When there are multiple print copies of a recommended text at least one will be held as a High-Demand copy and the others will be held in the general collection. Where multiple print copies are purchased typically one copy is deemed *not for loan*, then a mixture of *one and two week loan periods* apply.

Print is the preferred option for books that support cookery, patisserie, baking courses and travel guides. The highly visual nature of these print resources defines their popularity amongst LRC clients and is considered a compelling reason to purchase print format.

Members of the Collection Development Team are encouraged to add relevant titles to a selection list for potential purchase by the LRC Team Leader.

The LRC has in its catalogue many e-books that are owned by the LRC in perpetuity. However a great number of e-book titles in the catalogue are available to be requested as part of demand driven acquisition model (DDA). E-book titles requested by LRC clients are assessed for their relevance, price and access conditions or licensing. The decision to purchase or approve a short term loan will be made by the LRC Team Leader and/or the Electronic Resources Librarian.

The LRC Team Leader must seek approval from the Manager, LIS before committing to the purchase of a single physical item in excess of AU\$1000. In addition, the LRC may place additional access restrictions on such an expensive resource.

As a general principle the LRC will not automatically purchase resources that are more than 5 years old without supporting documentation.

Relevant donated material will be accepted where the donor has signed a waiver form permitting the LRC to retain or dispose of the donation as it sees fit. The LRC's donations policy can be found as **Appendix 3**, or on the LRC webpage - <http://library.angliss.edu.au/special-collections/donations>.

Due to space and storage restrictions the LRC generally doesn't accept donations of journals. Incomplete, inactive print journals or back issues will usually only be accepted where they fill gaps in the existing collection. Disposal rights as outlined previously apply.

## 5.4 COLLECTIONS

### 5.4.1 GENERAL COLLECTION

Print books, journals and DVDs form an integrated collection. Loan periods vary dependent upon the resource type. Specific information on the various loan periods that apply can be viewed here - <http://library.angliss.edu.au/borrowing/loan-periods>

### 5.4.2 HIGH-DEMAND COLLECTION

Texts or articles in high demand may be placed on short-term loan. Teachers or academic staff can request LRC copies of prescribed or recommended texts be designated short term loan either indefinitely or for a specified period of time.

More information, specifically on placing personal copies, in the High-Demand Collection can be found in **Appendix 2**.

### 5.4.3 SPECIAL COLLECTIONS

To foster and support a research culture within the Institute a Special Collections Research Room has been developed. General works of all aspects of the culinary arts are acquired as part of the LRC's collection of material relating to Australian culinary history. This includes menus, books and ephemera.

There are five distinct collections which form part of the Special Collections Research Room. More information on the LRC's special collections can be found here - <http://library.angliss.edu.au/special-collections>

### 5.4.4 ACADEMIC STAFF RESEARCH OUTPUTS

An Institute Research Repository has been established to collect, preserve and disseminate the research publications and scholarly outputs of WAI staff and higher degree students. Where possible and permissible, a full text version of research output will be made available as open access.

## 5.5 DOCUMENT DELIVERY

The LRC offers a document delivery service to teachers, academic and research staff and postgraduate students for resources not held by the LRC.

All requests should relate to the requester's teaching, employment and/or research.

Some charges may apply for non-standard services or delivery, for example rush requests, theses and overseas items. These charges are met by the requester.

Physical items obtained from another library may be collected from the LRC during normal opening hours. With copy requests, where possible, copies of book chapters and journal articles will be delivered electronically to the requester's email address as a pdf scanned attachment. In some cases

where copyright or licensing restrictions prevent electronic delivery print copies will be posted via internal mail to the requester's department mailbox.

The LRC participates in local and national inter-library loan agreements with other libraries where appropriate.

The LRC also lends resources to other libraries, however the material available to loan from its collection is at the discretion of the LRC.

## 5.6 DE-SELECTION / WEEDING

The principles of access and the general selection criteria apply to the withdrawal of materials. Materials may be withdrawn based on lack of use, poor condition, or age. Withdrawn materials may be donated to other libraries, sold or discarded.

In order to maintain a current, relevant collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or superior work on the same subject.

Currency is the primary motivator in weeding travel DVDs. Where possible they will be replaced with newer releases. Streaming video titles will be assessed primarily against their usage and popularity as these collections are designed to meet current teaching practice.

Weeding identifies damaged items, ephemeral materials that are no longer used, out-of-date materials, extra copies that are not being used, and materials that are inappropriate for the collection. Weeding also helps to evaluate the collection by identifying areas or titles where additional materials are needed; older editions which need to be updated; and subjects, titles, or authors that are no longer of interest. Withdrawn materials that are in good condition will be disposed of at the discretion of the Collection Development Team.

## 5.7 PRESERVATION

### 5.7.1 GENERAL

The LRC engages in a continuous cycle of improvement with regard to preservation of its resources. It is the responsibility of LRC staff to ensure physical items in the collection are presented to clients in the best possible condition.

### 5.7.2 DAMAGED PHYSICAL ITEMS

Damaged physical resources will be removed temporarily from the main collection to be evaluated and suitable action taken. Dependent upon the level of damage items may be repaired, replaced and/or deleted. Items may also be rebound, particularly if the item is no longer commercially available.

### 5.7.3 MISSING PHYSICAL RESOURCES

Physical resources that are identified as missing will be assessed by the LRC Team Leader who will recommend appropriate action. This may involve replacement for relevant and commercially available resources. Students who report lost items are liable to pay their replacement cost, plus an administrative fee and any accrued fines.

The bibliographic records will be purged for any missing low use items or those deemed not worth replacing.

## 5.7.4 BINDING

### 5.7.4.1 JOURNALS

Ideally journals are bound on an annual basis but subject to budget constraints.

The guidelines for binding journals are as follows:

- All Australian journals relating to subjects taught
- One title of both European and North American coverage in each related subject.
- Recreational periodicals are disposed of annually

### 5.7.4.2 BOOKS

Re-binding should be reserved for titles that cannot be replaced or would be too costly to replace. In judging which books should be sent to the binders, the following guidelines are followed:

- out-of-print books which have significant value to the LRC collection
- one volume of a set which is still in good condition and beneficial to the collection
- expensive books which are still current, well-used and contain valuable information or techniques

Books that cannot be repaired or rebound according to the above guidelines should be withdrawn from the LRC collection

## 5.8 ECONOMIC FACTORS

The principles and practices outlined in this policy are affected by prevailing economic conditions. The level of funding for the acquisition of material will at any time affect the intensity of collecting. This applies not only to funds for purchasing, but also to staff resources.

## APPENDIX 1 - LRC SERIALS POLICY

The LRC will collect and provide access to a range of serials to support its teaching, learning and research activities

Utilising its expertise in the changing publishing and scholarly communication environment, the LRC will increase access to online resources, in particular scholarly e-journals and e-books, ensuring that access interfaces, contracts and licences best suit client needs. Full advantage will be taken of innovations and opportunities involving electronic resource development and new approaches to search, discovery and access.

The LRC serials collection will be managed within the constraints of the allocated budget.

### Managing the Serials Collection

An annual review of the serials collection is performed when the subscription renewals are issued by the subscription agent. The decision to continue subscriptions is made by the Manager, LIS in collaboration with the LRC Team Leader. Individual subscriptions are reviewed using the following criteria: appropriateness of the journal to our courses, its content, currency of information, access and cost.

Cancellation of a title would be made at this time. Subscriptions to additional serials through other sources would also be considered at this time.

**Archive** – Journal back issues will only be retained by the LRC in accordance with this Policy i.e. they must support the teaching, learning or research needs of LRC clients. The collection should consist of Australian titles in the first instance.

**Disposal and Removal** – The LRC is required to regularly review serials in the collection, and dispose of them when necessary to maintain a relevant and high-quality collection.

**Retention** – Retention periods have been identified for serials. These are –  
Indefinitely for Academic and Archive; 5 Years; 1 Year (Recreational or Popular magazines)

**Scholarly Information Resources:** – academic, peer-reviewed, scholarly print and online serials are available on campus and elsewhere through EZproxy access. Providing online access gives LRC clients the flexibility they expect for their teaching, learning and research.

**Requests for New Serials** – Requests for the purchase of a new serial title can be made via the LRC webpage using the approved request form - <http://library.angliss.edu.au/services-for-staff/suggest-a-book>. All requests are evaluated according to and comply with this Collection Development Policy.

**Journals @ Angliss** – this is an online listing of the LRCs print and online journals. The listing is available through the LRC webpage on and off campus under 'Find Information' and 'Services for Students under 'Subject guides'. <http://libguides.angliss.edu.au/Anglissjournallisting>. Offsite access to some journal issues and websites contained in the listing requires authentication.

**Membership of Organisations** – Membership of a range of organisations is managed and paid for by the LRC Team Leader or Manager, LIS.

## APPENDIX 2- HIGH-DEMAND COLLECTION

You may contact the Liaison Librarian for your department to request that the LRC purchase a copy for a collection of High-Demand items.

High-demand items have a shortened loan period of three days to facilitate equitable access to the resource by as many students as possible.

When making a purchase request teachers should indicate that the resource will be in high-demand. This ensures the LRC accessions, catalogues and processes it appropriately.

### **Placing Personal Copies on High-Demand**

In exceptional circumstances<sup>1</sup> the LRC may accept the loan of a teacher's personal copy of books, journals, DVDs to make them available for loan to that teacher's students. This arrangement will be in place for no longer than a semester.

Use of the personal copies will require that physical marking be placed temporarily on each item to identify it as a personal copy. The physical markings are described below:

The item will be covered in a removable plastic book jacket/sleeve

A barcode label will be affixed to the plastic jacket.

A title or ownership label will be affixed to the plastic jacket.

Other temporary labels may be affixed to each item. All care will be taken to eliminate or minimise damage to personal copies.

### **LRC liability for personal copies of items placed on High-Demand**

In the event that personal copies are damaged, the LRC will make reasonable repairs to the item so it is useable to students for the duration of the time the item is in the LRC's care.

In the event a student loses an instructor's personal copy, the standard replacement policy will apply and the student will be charged the replacement costs.

If the LRC is responsible for loss or damage to a personal copy, the LRC will attempt to locate and purchase a replacement copy with a maximum replacement cost of \$100.00.

All care will be taken with personal copies however it is ultimately the teacher's decision to make it available to their students.

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<sup>1</sup> Exceptional circumstances need to be discussed with the appropriate Liaison Librarian and the LRC Team Leader



## APPENDIX 3 - LRC DONATIONS POLICY

William Angliss Institute (WAI) LRC Special Collections continues to grow through donations and purchases. The LRC Special Collections welcomes inquiries regarding potential donations and will review all prospective donations for inclusion based on:

- Scholarly or historical value to our special collections
- Relationship to existing or emerging special collection strengths
- Potential for culinary research
- The nature of the individual's or organization's relationship to WAI and the community

### **The areas we are most interested in collecting are:**

- Pre 1900 cookbooks, both Australian and English materials
- 1900-1940 Australian cookbooks
- Pre 1900 – 1940 community cookbooks and advertising materials
- Materials related to William Angliss Institute
- Unique and rare ephemeras, e.g. menus, personal recipe cards
- Vintage culinary artefacts

### **The LRC Special Collections does not accept the following, except under special circumstances:**

- Outdated textbooks
- Newspaper and magazines
- Practical "how-to" guides
- Loose journal issue(s)
- Duplicated copy(ies) already in our collections

### **Guidelines for Donors**

Donors must sign the [Agreement Form](#) and are encouraged to provide following information of the donation.

- The type of materials (e.g. books, photographs)
  - A brief description of each item (in case of books, author, title, publisher and date of publication)
- All donations will be reviewed by the Special Collections Librarian prior to acceptance by the LRC. However Special Collections staff are not authorized or qualified to provide appraisals for books, archival materials, or art objects.

The LRC Special Collections does not accept materials without legal transfer of title, deed of gift or deposit, official receipt or other written acknowledgment. The LRC Special Collections reserves the right to accept or decline materials based on these and other criteria in order to ensure that the interests of the WAI community are being well served.

### **Pick-up and Delivery**

Generally, it is the responsibility of the donor to deliver the donation. Under some circumstances, the Special Collections Librarian may be able to accommodate your transportation requirements.

### **Where to begin**

Please contact the LRC Special Collections Librarian to discuss any potential donation. We will answer any questions you may have about the process and can help you determine whether the LRC Special Collections is the best fit for your donation.