

## **POLICY FOR ACCEPTING MATERIAL FROM DONATIONS FOR THE LENDING LIBRARY**

The Lending Library of the Aikaterini Laskaridis Foundation accepts donations after their evaluation.

It accepts donations provided that the material (biblical or not):

- They are in good condition (not worn, marked, badly printed, or damaged)
- It does not consist of incomplete rows
- This is not information material (encyclopedias, dictionaries, etc.)

The donor must declare in writing his intention to donate material (biblical or not) to the library, with a brief description of the material, the topic it covers, the approximate number of items as well as any other information that he considers important for the evaluation of the material by the Library. There should be a list of bibliographic data of the material.

The donor will also be informed in writing about the acceptance or not of the donation.

The Library reserves the right to total, partial or no acceptance of the donation based on the general policy of developing its collection. Once the material comes into the possession of the library, the donor waives any right to the donated material and the Library decides on its disposal and management. Donors should be aware that the donated material is included in the single collection according to its thematic category and according to the DEWEY Decimal Classification.

Donations of books, journals, archives and audiovisual material are accepted provided that they are now part of the Library's collection and that the Library is responsible for the manner and time period during which they will be incorporated into the Library.

rest of collection. Donations deemed not to serve the needs of the Library will be made available to other institutions.

The donor fills in a special material donation form which is available at the entrance of the library but also on the Foundation's website.

In addition to the necessary information, the list with the detailed description of the donation documents should be attached to the donation form.



## SPECIAL MATERIAL DONATION FORM

**Donor Details:**

Full Name: .....

Postal address: .....

Tel. Communication:.....

E-mail address:.....

**Brief description of the material:**

**Total number of items:**

**Topic covered:**

**The list with the bibliographic data of the material should be attached.**

Date.....

Donor signature