



## **Policy of Donations from Individuals and Institutions (General Terms and Conditions)**

## **Policy of Donations from Individuals and Institutions: General Terms and Conditions**

The Bibliotheca Alexandrina (BA) has general terms for accepting donations. The general terms primarily aim to conserve these donations and make them available to the maximum number of users, thus enabling the BA to fulfill its national and international role of producing and disseminating knowledge. Therefore, it was necessary to set general terms and a general policy for the acceptance of donations, and these terms are:

- 1- The BA accepts donations from individuals, institutions, and countries.
  - 2- The BA accepts all donations in the form of cognitive resources, acquisitions, tools, and equipment.
  - 3- Donations should be in compliance with the vision and objectives of the BA, and they should effectively contribute to building the cognitive, cultural, and artistic content of the BA.
  - 4- In case of receiving substantial donations—in terms of number (over 20,000 books or resources), in terms of the acquisitions' material value, or artworks that have an estimate value of over half a million Egyptian pounds—the direct approval of the BA Director or his authorized representative is required, after reviewing the donations permanent committee recommendations.
  - 5- The donor and the BA must set an agreement that includes the BA donation policy, states that donations received by the BA shall not be returned, and declares that the BA is entitled to exchange the donation with other organizations in case it does not meet the required terms, is duplicated, or does not comply with the BA acquisition policy. In case acquisition donations, the list of acquisitions prepared by the donor is only considered final or binding to the BA after the revision and registration processes.
  - 6- The BA has the right to use the donation at its discretion in accordance with its objectives, and without violating the agreement made with the donating body.
  - 7- The BA has the right to request for the donation to be returned to the original donor if it becomes a liability to the Library or is deemed incompatible with the general policy of artistic acquisitions at that time.
  - 8- Donors must present proof of their ownership of the donation or sign a statement that serves as the required evidence.
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- 9- Donors must sign over the ownership rights of the donations—if available—to the BA. If inapplicable, both parties must settle upon the ownership rights in the donation agreement, or the donor should present evidence of conceding the donated resources to the BA.
  - 10- In case there are heirs to the donation, the donor must present evidence that all concerned parties consent to making the donation to the Library and consent to the terms of the BA donation policy.
  - 11- Normally, the BA does not accept donations—resources, acquisitions, and various artworks—of poor physical condition or poor quality, with the rare occasion of exceptional cases, which especially include the acquisition of rare manuscripts and rare books or unique artworks of significant historical value. In these cases, the BA assumes the responsibility of restoring, maintaining, and conserving the donations according to their level of priority and the available required budget.
  - 12- The BA has the right to place the donation in the appropriate location—either in one location or in dispersed, separate ones inside or outside the BA premises, or suitably storing it if necessary—in accordance with its optimal use. If the received donation meets the specified terms and conditions of special collections, it can be included to these collection as the BA sees fit. (check the annexed special collections standards)
  - 13- The BA is entitled to display offered acquisitions inside or outside the BA premises, and to display them abroad if necessary.
  - 14- The BA is entitled to discard the donation as it sees fit, either through returning or exchanging it, in case the donation becomes a liability. The BA is also entitled to completely dispose of the donation, according to the standard procedures, if its condition meets the terms of destruction. (Return, exchange, and destruction procedures are annexed).
  - 15- Duplicated donations are not accepted, unless:
    - The donation is in better physical condition than that of the BA acquisitions
    - The donation is widely circulated among BA visitors or is related to a popular artistic topic
    - The BA has enough storage space for duplicated donations
    - The donation is of significant or rare value and would be hard to find or obtain again
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- The BA may accept duplicate donations for exchange purposes with other institutions or for donating them to other bodies
- 16- The BA is entitled to add its seal to the donations, in accordance with the material setup rules of receiving cognitive bibliographic resources. The donors are also entitled to add their name, or any indication of the source of the received donation, to the donation. This should be done in accordance with the material setup rules followed by the BA and should not damage the received objects.
- 17- In exceptional cases, the BA may bear all the required expenses for the transportation and shipping of the donation, which are usually paid by the donors.
- 18- The BA shall not interfere with the assessment of the donation's monetary value, unless deemed necessary by the Library according to its internal regulations. The donor may consult an expert for the estimation process.
- 19- Loans are not considered donations, and they are subject to a special agreement between the BA and the donating party according to what is necessary and according to what is being loaned. Standard legal, administrative, and financial procedures must be followed in accordance with the received objects.
- 20- The BA shall include the donation in its all-inclusive insurance policy.

Your inquiries and donations are welcome and can be submitted by contacting:

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