

# **Library Collection Donation Guidelines**

**2021**

## Document information

Approving authority: University Librarian - Griffith University Library

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Advisor: Head of Scholarly Resource and Library Campus Services

Document URL: <https://www.griffith.edu.au/library/about/corporate-information>

## Related Documents

[Scholarly Resources Strategy](#)

[Guidelines for Undertaking a Dissertation in Bachelor \(Honours\), Graduate Diploma and Masters Degree Programs](#)

[Archive Collection Policy](#)

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## Donations

Griffith Library does not encourage donations (individual items or collections) and donations should not be accepted and will not be processed outside of these guidelines.

Donations of resources to the University need to be considered in the context of the [Scholarly Resource Strategy](#) and the Information Management Framework in determining the suitability of the donation to the University and the ability of the University to manage the donation.

## Library collection – print/physical resources

The Library has an e-preferred policy and supports access to resources as and when they are required in preference to owning collections just in case. The cost of adding and maintaining print donations into the collection is not financially sustainable. For the purposes of this guideline print resources also includes other physical items such as CD's and DVD's.

Acceptable print/physical donations are limited to published works that have a Griffith affiliated author or editor. However, theses and dissertations are not accepted. Digital versions of HDR theses are submitted to and available in [Griffith Research Online \(GRO\)](#). Dissertations are [school records](#) and not part of the Library collection.

These donations will be further evaluated for suitability prior to being added to the collection using criteria such as condition, duplication and availability in an electronic format.

Where an item is deemed not suitable the item will be disposed of appropriately and will not be returned to the donor. Donated items may also be deselected from the collection in the future.

Students and academics wishing to donate resources such as textbooks that do not meet the above criteria should be directed to the Student Representative Council/Student Guild.

## Library collection – digital resources

All digital donations must be referred to the Senior Librarian, Resource Content & Repositories.

Proposed donations need to be evaluated for suitability prior to being added to the collection using criteria including: Griffith affiliation; significance of the material; likely audiences for and usage of the material; copyright and licensing restrictions; privacy and ethical considerations; initial costs to process and catalogue the resources; and ongoing costs to provide access to the resources and to maintain hardware, software and data integrity over time.

Contact [gro@griffith.edu.au](mailto:gro@griffith.edu.au) about any digital donations.

## Archive donations

The [Griffith Archive](#) is a repository for historical artefacts relating to Griffith University since its concept and inception. The Archive records Griffith's story by collecting and digitally/physically preserving relevant documents, photographs, oral histories, memorabilia, and other artefacts. It also details significant aspects of the organisation's history and changes through the years.

Donations of relevant material from past and present members of the University community are considered in accordance with the [Archive Collection Policy](#). Donations for the Griffith Archive must be discussed and can only be accepted by the Curator, Griffith Archive.

Contact Griffith Archive at [griffitharchive@griffith.edu.au](mailto:griffitharchive@griffith.edu.au) if you have any material of interest, to discuss its suitability for our collection.

# Campus locations

## Gold Coast

Parklands Drive  
Southport Qld 4222  
Telephone: +61 7 5552 8800

## Logan

University Drive  
Meadowbrook Qld 4131  
Telephone: +61 7 3735 7111

## Mt Gravatt

Messines Ridge Road  
Mt Gravatt Qld 4122  
Telephone: +61 7 3735 7111

## Nathan

170 Kessels Road  
Nathan Qld 4111  
Telephone: +61 7 3735 7111

## South Bank

**Queensland College of Art**  
**Griffith Film School**  
**Griffith Graduate School**  
226 Grey Street  
South Bank Qld 4101  
Telephone: +61 7 3735 3112

**Queensland Conservatorium**  
140 Grey Street  
South Bank Qld 4101  
Telephone: +61 7 3735 7111

## Digital

[griffith.edu.au/online](http://griffith.edu.au/online)

***griffith.edu.au***



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