

Donations

Teresa e Alexandre Soares dos Santos Library

Book donations to Teresa e Alexandre Soares dos Santos Library are an important process in collection development, therefore we thank all organizations and individuals who wish to donate their books.

Teresa e Alexandre Soares dos Santos Library reserves the right to accept only the donations that fit the criteria defined by its collection development policy.

It should be noted that the management of donations is a complex process, involving not only the evaluation of the proposed works and their subsequent treatment but also available space.

The conditions and criteria defined for the acceptance of donations by the Library are as follows:

- The need to submit a prior proposal of the works to be donated and their acceptance by the Library; the donation proposal to be submitted will consist of a Form, to be sent to the services by the donor;
- The absence of the works proposed in the collections of the Library (except in cases where their relevance justifies the existence of more copies);
- The relevance of themes and appropriateness to thematic areas of interest to Library users and appropriate to their mission and objectives;
- Reasonable or acceptable conservation status to be defined by the Library on a case-by-case basis.

After evaluating the proposal according to these criteria, the Library will inform the donor about the decision. Whenever works proposed for donations are not accepted because they do not fulfil the above criteria, donors may be asked for authorization for a later offer to other libraries.

Because of space constraints donations will not be separated from the main collection or constitute by themselves a special collection.

All donations, after acceptance, become the property of the Library.

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