

BULAC

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Bibliothèque universitaire
des langues et civilisations



DONATION CHARTER

Bibliothèque universitaire des langues et civilisations

Pôle Développement des collections

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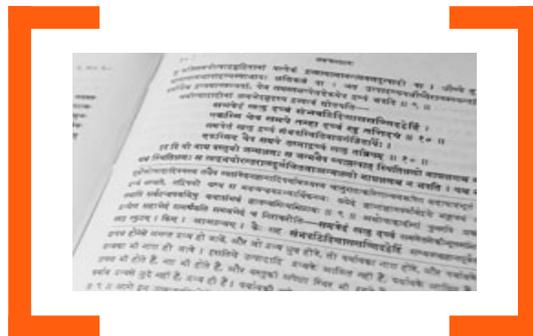


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DONATION CHARTER

The University Library for Languages and Civilisations Studies (BULAC) inherits works from both institutional libraries and numerous donors who have contributed to the creation of its holdings.

The BULAC continues this tradition closely linked to its specialization in the fields of languages and world civilisations. It invites all those who wish to dispose of rare documentation, sometimes collected during their stays or their field research work, to do so in order to benefit the student and research community.

The Donation charter sets out the principles to apply and the procedures to follow when making a donation to the BULAC.

1. DONATION ACCEPTANCE POLICY

Acceptance of a donation by the BULAC is governed by the following qualitative and operational principles:

Consistency with documentary policy

The quality of the BULAC's holdings will be enhanced by these new donations while remaining faithful to its documentary missions. Donations are an essential mode of enrichment if they are part of documentary objectives.

Prior identification of documents

Documents will be clearly pre-identified (consistency of the collection, already established catalogue, link with the works of researchers, etc.) because their immediate usefulness is the greatest. Their acceptance and processing will be made easier.

Donation proposal

Prior contact with the library's managers is essential before any action is taken. Their vision of readers' needs and goals for the development of the library's holdings allows them to evaluate or solicit donations that will usefully complement the library's collections.

Condition of documents

The condition of the documents will necessarily be taken into account. With the exception of rare or unique documents, it is difficult, if not impossible, to incur restoration expenses that are too large for reconditioning collections. For this reason, it is essential to have each proposal for a donation examined by both the Preservation Division and the Collections Development Division.

Single copy

The acceptance of a second copy of a book already present in the library must always be justified (requirement of a second or third copy for reasons of frequency of borrowing, willingness to replace a damaged volume by another in better condition, bibliophilic features of the second copy such as the presence of an ex-libris, etc., binding characteristics, annotations, etc.).

Multiple editions

The heritage character of the BULAC collections, however, means that successive editions of the original language works must be preserved. A copy of a different edition of a title already in the collections may be donated.

Archives

If the donation is accompanied by scientific archives, these must be directly related to the library's documentary objectives or consistent with printed material. The BULAC cannot receive private archives under any circumstances.

Bequests

The BULAC will ensure that all donors own the holdings they donate. In the case of a bequest, it shall ascertain the value of the will and the quality of the person making the bequest, as well as make sure whether the conditions that may accompany the bequest are acceptable or not.

Transfer of documents

Once the donation has been incorporated into its collections, the BULAC may be required to exchange these works for some others, or even divest itself of them as a last resort.

Source of documents

The BULAC is committed to preserving the memory of the origin of a donation. This will remain clearly identifiable during document processing and in the library catalogue. Depending on the size and homogeneity of a donation, the donor may be asked to stamp the document to mark the name of the holdings. The donor's physical memory will thus be preserved.

Acceptance of donation

The library management is responsible for the collections in the library. It has the sole right to give its consent for the receipt of a donation or bequest. Depending on the size of the transferred holdings, it may be accepted by the BULAC Board of Directors (BoD) and the BULAC Scientific Council (SC).

2. PROCEDURE TO BE FOLLOWED

1. Donors should request the management of the BULAC by presenting their intentions and offer of documentation together with a first description of the holdings (titles, volume, field and origin of documents, etc.).
2. The management of the Collections Development Division will commission a specialist to review - or, if necessary, draw up - a list of the proposed documents in order to assess their interest in relation to the existing collections and the BULAC's documentary policy.
3. It will report its findings to management. If the latter gives a favourable opinion, an on-site examination of the holdings will be carried out, if possible, by a person in charge of the Collections Division and a person in charge of the Preservation Division to assess the physical condition of the donation.
4. The BULAC will then sort the documents on site. Only documents identified as relevant to the BULAC's documentary objectives will be selected. The final list of documents will be attached to the transfer agreement.
5. Depending on the result of this operation, a transfer agreement will be proposed to the donor (see template below), who should fill it out and send it to the BULAC management for signature. The latter may, if necessary, seek the opinion of the Board of Directors or of the Scientific Council. After signature, the transfer will be effective.
6. The conditions of conditioning and transport will be determined by both parties, bearing in mind that the BULAC does not have its own vehicle.
7. Delivery will be made to the BULAC at 45-51 rue du Chevaleret, Paris 13th arrondissement. An appointment will be made between the BULAC and the donor, to proceed for the

reception of the donation under the best conditions of access and care of the documents by the librarians.

3. INSTITUTIONAL DONATIONS

Institutional donations are regular donations made by an institution with which the BULAC has established an agreement, or with which it maintains relations. The BULAC will ensure to keep track of the origin of the volumes or journal issues provided. Unless otherwise instructed, the procedure for processing works is the same as in previous cases.

4. CONCLUSIONS

Given the importance of donations for the library's life, the purpose of these procedures is to streamline their processing, make them more readily available in the catalogue and enhance their value.