

# **Handling Procedures for Accepting Donated Books Akita International University**

August 1, 2007

Determined by the Chair of the Board

Detailed Regulations No. 24

## **Article 1 (Intent)**

These procedures shall aim to establish the handling standard for accepting donated books at the Akita International University Nakajima Library (hereinafter referred to as “the Library”) under the provisions of Paragraph 3 of Article 4 of the Bylaws Regarding the Management of Books.

## **Article 2 (Books to Accept)**

Among various donated materials, books coming under any one of the following items shall be accepted.

- (1) Books that are considered necessary to be kept at the Library for the execution of education and research at AIU;
- (2) Various books that trace the history, education or research activity of AIU;
- (3) Books which describe AIU;
- (4) Works of faculty, staff members or students of AIU;
- (5) Periodicals that are a completed series at least for one-year, or available to receive continuously, or replacement of a missing item of the existing series at the Library; and
- (6) Books that the Director of Library considers necessary in particular.

## **Article 3 (Books Not to Accept)**

Even in the event of donated books coming under the preceding article, those coming under any one of the following items shall not be accepted in principle.

- (1) Books having donation requirements that find it hard to approve;
- (2) Books that are the same as those already housed by the library (except for the ones which are useful as duplicates);
- (3) Books whose data value is judged to have been lost in the event that considerable period of time after publication has passed;
- (4) Books that are so tainted or damaged that expenses required for repair are higher than the expenses required to obtain the applicable books;
- (5) Books published by a religious or political organization for the purpose of public relations or advertisement;
- (6) Books that are not considered to have academic value among essays, poetry

- books, and phrasebooks published by individuals or literature societies;
- (7) Books with overtly biased practical manuals (how-to, self-help, etc.);
  - (8) Books that are published by individuals and work of questionable objectivity;
  - (9) Books for entertainment purposes with little demand from the majority of students;
  - (10) Books that are not considered voluntarily donated by the donor;
  - (11) Scholarly journals that cannot be donated continuously; and
  - (12) Other books which are inappropriate for collection at the library.

#### **Article 4 (Donation Procedure)**

A donor shall follow the procedures described below:

- (1) Submit the prescribed application form with bibliographic information to the Library, together with the book(s) to be donated. One can use additional papers if needed.
- (2) If the number of books is more than 10, it should be informed to the Library beforehand.
- (3) Acceptance of books shall be decided by the Library.
- (4) Shipping expenses shall be borne by the donor.
- (5) In principle, materials not accepted shall not be returned to the donor. Shipping expense shall be borne by the donor, if it is necessary to have the materials returned.
- (6) A letter of appreciation and receipt will not be sent in principle.
- (7) Donated books will be placed on the general shelves in principle.
- (8) There is a possibility to ask the donor to cover the costs to organize the donated materials.

#### **Supplementary Provisions**

This standard shall be in full force and effective on August 1, 2007.

#### **Supplementary Provisions**

This standard shall be in full force and effective on April 1, 2008.

#### **Supplementary Provisions**

This standard shall be in full force and effective on January 1, 2015.

#### **Supplementary Provisions**

This standard shall be in full force and effective on April 1, 2018.

**Supplementary Provisions**

These Regulations shall be in full force and effective on June 24, 2019.