

Donations and bequests policy

Adopted with Resolution n. 06/2024 by the ISIG Director on May 24th, 2024

1. Donations and bequests

The FBK Library gratefully accepts donations and bequests of books and other bibliographical material, if assessed to be complete, in good physical condition, and consistent with the institution's acquisition strategy; the Library has a particular interest in coherent book collections of scholarly or historical value, especially if comprising items in the fields of history, philosophy, or religious studies. Every donation must be agreed with the Head Librarian. No spontaneous, unagreed donation will be accepted, with the exception of donations falling under the remit of Art. 2. When possible, it is appreciated if a list of titles can be provided.

Once a proposed donation has been accepted, a formal request must be submitted via the Donation form on the Library's website (<https://biblio.fbk.eu/moduli/>).

Any donated items become the property of the Fondazione Bruno Kessler. The Library will include the donated material into its holdings and will catalogue it within a reasonable amount of time, so as to make it available to the public. Once the cataloguing process is complete, the Library can, upon request, provide a full list of the items acquired via the donation.

While it is possible to formulate requests regarding the integrity of the donated collection, its denomination, and the policy by which they can be accessed by users, the Library will have the final word on these aspects as well as on how to best shelve the material (including by interfiling it with existing collections); the Library also has the right to deselect, sell, exchange, or donate anything that is found to be a duplicate copy or incongruous with the Library's collection management policies.

Should any costs be associated with accepting a donation (e.g. logistics and transport, import, or cataloguing), the Library will assess the feasibility of each case on an individual basis.

The donor can ask for their name to appear in a public note in the Catalogo Bibliotecario Trentino system or, if they so prefer, to remain anonymous; in either case, for auditing and statistical purposes, their name will be included in an internal note (visible by any member of staff with an account for the Trentino libraries management system).

2. Author donations (books / offprints / theses / dissertations)

Authors of academic works that fit within the remit of the Library's collection development strategies wishing to donate their publications are welcome to do so without inquiring beforehand or submitting a formal proposal; the same policy applies to publishers and/or scholarly and cultural institutions. The Library has the right not to accept a donation should it not fit its acquisitions criteria.

Authors of dissertations and theses (at any academic level) that fit within the remit of the Library's collection development strategies wishing to donate their works are welcome to do so without inquiring beforehand or submitting a formal proposal; any donated dissertation or thesis must be explicitly made available for consultation purposes. The Library has the right not to accept a donation should it not fit its acquisitions criteria.