



Standard Operating Procedure (SOP) for Donation Received Policy of the Library

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Donation Policy of the Library, SLTC

Sri Lanka Technology Campus Library welcomes gifts of publications in all formats (books, complete volumes of periodicals or single issues with an academic value, sound recordings, maps, electronic resources, data files) which support the curricula and research needs of the Campus.

Procedure

1. Donors wishing to donate material to the Library should contact the Librarian (via email: librarian@sltc.ac.lk) with the type and quantity of items to be gifted, and the expected method of delivery to the Library.
2. The Library is not responsible for inventorying the collection before its transfer to the Library; the donor is responsible for providing such an inventory.
3. The library will physically inspect the proposed gift collection to assess its condition and relevance to the university's education and research. If the Librarian is satisfied with the collection's significance, it will be accepted on behalf of the campus.
4. The Library will not maintain any separate collections.
5. The Library will immediately acknowledge the donation and merge it with the Library's existing collection. Once accepted, materials become the property of the campus and are not returned to the donor.

Materials that are not accepted

- Outdated or superseded materials (old edition, obsolete subject content)
- Photocopied material
- Scattered volumes of multi-volume sets, unless needed to complete sets
- Materials in poor physical condition or those that are written in or heavily highlighted.
- Duplicates of material held by the Library are made unless additional copies are needed.

The materials that the Library does not accept for the above reasons will be returned to the donor with the list.



Librarian

12.01.2026

Date