

Policy Title	Collection Development Policy
Responsible University Office	LLT
Policy Owner	Director for Collections, LLT
Pertinent Dates	Revised: Mar 2021 Approved: Apr 2021 Effective: Apr 2021

---

## I. SCOPE OF POLICY

---

The guidelines of the Policy will assist in developing system-wide collection development policies that will serve as planning documents and working tools for selectors, aid communications between the libraries and with users, and assure consistent and balanced growth of the collections.

---

## II. DEFINITIONS

Term (alphabetical order)	Definition as it relates to this policy
Main Library	Main Library collection (does not include Rare Books and Special Collections Library)
RBSCCL	Rare Books and Special Collections Library

---

## III. POLICY STATEMENT

The General Collection Development Policy is intended to serve as a guideline to build and maintain the substantive resource collections of the AUC Libraries and Learning Technologies. This policy covers all collections, both physical and online, within LLT. The Library is the chief information resource of the University, and is committed to acquiring and maintaining scholarly content on a wide variety of subjects, including those undergoing rapid development and those disciplines in which research is being done.

---

## IV. RESPONSIBILITIES

Director for Collections  
 Director for the Middle East Center of Excellence  
 Associate Dean, Rare Books and Special Collections Library

---

## V. POLICY STANDARDS AND PROCEDURES

---

### **AUC Libraries Collection Development Policy Introduction and Library Goals**

The collections of AUC Libraries and Learning Technologies (LLT) comprise the scholarly and historical collections within the Main Library and the Rare Books and Special Collections Library (RBSCCL). These

units share some common collection development policies as well as unique policies respectively. All collections are built with the goal to support the University's varied academic and research programs at both the undergraduate and graduate levels, and to a lesser extent independent researchers.

The Library is committed to acquiring and maintaining scholarly content on a wide variety of subjects, including those undergoing rapid development and those disciplines in which research is being done at the university. Content is acquired for all areas of teaching and research, though with a particular focus on the social, political, economic, historical, cultural, artistic, and scientific and technological issues pertinent to Egypt and the Middle East region. RBSCCL collections are acquired with a particular emphasis on the heritage of Egypt for study and preservation.

Consisting of both physical and digital scholarly works (with an increasing emphasis on electronic formats), Main Library holdings are acquired through the active purchase of monographs and various forms of media and subscriptions to eBooks, periodicals and databases. Primary source materials across a variety of physical and digital formats (books, archives, photographs, drawings, digital files, etc.) are acquired for the RBSCCL. LLT's collection is primarily in English and Arabic, while other European languages are acquired selectively.

AUC Libraries and Learning Technologies endorses the University's policy of advancing the ideals of American liberal arts and professional education, freedom of academic expression, the free exchange of ideas and information, the healthy debate of divergent ideas, and the promotion of open and on-going interaction with scholarly institutions throughout Egypt and other parts of the world.

## ACQUISITIONS POLICIES

The guidelines in this Policy assist selectors in the Library, support communications between the Library and users, and assure consistent and balanced growth of the collections. Additionally these guidelines ensure a mutual understanding between the Library and the Faculty Library Liaisons for informative and mutually beneficial dialogue.

All collections are built with the goal to support the University's varied academic and research programs at both the undergraduate and graduate levels, and to a lesser extent independent researchers. Additional focus on Egypt specific content for study and preservation is key for the Rare Books and special Collections.

### Criteria and Parameters

LLT collects materials and other information resources in different types of formats and languages, to meet the needs of the LLT stakeholders. LLT strives to build collections that incorporate all forms of scholarly communication. The AUC Library collection is **electronic-preferred** for both periodicals and monographs. However, based upon availability and other criteria (e.g. image-intensive publication) the Library may acquire a physical format. In each discipline, we attempt to establish a collection consisting of appropriate formats in a quantity proportional to its value for practitioners of the discipline.

### The parameters for collection building include the following:

**Chronology:** Limitations and decision for inclusion of materials are determined by subject areas, the needs of courses taught, and research that is conducted by the AUC community and international scholars. Rare historical materials are of consideration for inclusion, in addition to valuable older materials, and out-of-print materials.

**Copyright:** AUC Libraries adheres to Egyptian law, and United States law where appropriate. Only legal copies of materials will be added to the collection, all use of material in its collections will be made within the limits of the law.

**Date of Publication:** Selectors have to consider the date of publication of the source as one of the determining factors when acquiring materials.

**Duplication/Replacements:** The AUC Library, as a rule, does not keep duplicate copies of monographs or periodicals. The only exception is where preservation of a copy is deemed necessary (e.g. AUC publications, items in archival collections, etc.). The Library replaces torn-out, damaged, or lost material, if deemed still relevant to the scholarly pursuits of the AUC community.

**Geographical Areas:** The Library will collect in all geographic areas relevant to coursework and research. Areas that are particularly prioritized include Egypt, North Africa and the Middle East.

**Language:** The primary language in which material is collected is English, in line with AUC instruction. French and German are acquired for highly relevant subjects (e.g. Egyptology, Middle East politics). Modern and classical Arabic are also emphasized. In addition, given the unique strength of multiple linguistic communities in Cairo and the university's emphasis on liberal education, works in major Western and Arabic languages such as novels, plays, histories and other literary works, particularly materials acquired by donation, will be added to the collection. Material in various languages may be contained in archival collections or among other primary sources acquired for the Rare Books and Special Collections Library.

**Subject Area Coverage:** Emphasis is on Egypt and the Middle East, with particular focus on the social, political, economic, historical, cultural, artistic, and scientific and technological issues pertinent to the region. Broad but selective international coverage will be also included, and some subject areas will receive more attention based on the needs of the academic programs and areas of excellence.

The Rare Books and Special Collections Library acquires selected primary and secondary source materials that reflect the history, culture, arts, and society of Egypt and the region; for contemporary books and periodicals/continuing resources this is focused on supporting AUC programs in Egyptology, Coptic Studies, and Islamic Art and Architecture. Other subject areas that are a particular focus of the RBSCL include architecture and the built environment; Egyptian visual arts history and other arts and culture including cinema; Egyptian economics and business history; ethnic, foreign, and religious sub-communities in Egypt; travel literature of Egypt and the Middle East; women's history, social change, government, and law; and the history and heritage of the American University in Cairo. See "Format: Special Collections and Rare Books" below for formats of materials collected by the RBSCL.

**Types of Materials and Formats:** The Library collects materials in all formats so long as the materials meet the selection criteria. However, due to the nature of the University and emphasis on blended learning, **electronic is preferred**. See below for more information on formats collected by the Main Library and RBSCL.

### **Deaccessioning and Weeding**

Libraries acquire physical materials through many means and over decades. At times, libraries are required to evaluate their physical collections and, in the process of ensuring consistent and balanced growth, weeding is necessary. Deaccessioning can be for numerous reasons as mentioned below. LLT reserves the right to remove materials in whatever format that duplicate existing holdings, or that no longer fall within the scope of our collecting areas, including material removed in the course of archival processing. Library materials of all types (which include, but are not limited to books, journals, microforms, and maps) may be weeded if they meet any of the following criteria:

- **Completeness:** Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.
- **Currency:** The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded (including textbooks). The

library takes into consideration faculty and students whose research and teaching require the use of historical texts.

- **Duplicates:** Because of space limitations the library may weed duplicate copies of library materials. The general policy is to maintain one copy only, except if specifically related to AUC or Egypt.
- **Language:** As the Main Library acquires primarily in English and Arabic, other languages may be weeded more readily. Arabic titles will rarely be weeded unless due to a criteria above. As a general rule we will maintain a copy of all Arabic titles we have acquired as these are extremely difficult to replace.
- **Physical Condition:** Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded. Replacements may be acquired where deemed necessary.
- **Subject Matter:** The subject of the resource will be considered. Material relating to Egypt specifically and the Middle East more generally will rarely be weeded. This also includes whether the material is considered of scholarly worth and relevant.
- **Uniqueness:** The library will not weed materials that are considered unique, as long as they are relevant and not obsolete.
- **Usage:** Low or no usage may be a factor in weeding decisions. Library personnel will consult circulation statistics or other reports to determine viable candidates for weeding.
- **Format Obsolescence:** Materials in obsolete formats may be weeded if the content is available elsewhere or if the material is in poor condition. Additionally, the Library may discard print materials that have been superseded by an electronic version either freely available or via a Library subscription/purchase.

Typically, these may be transferred to a more appropriate collection within or outside the AUC subject to the terms of acquisition, University regulations, and national laws.

## Gifts and Donations

The Library welcomes offers of gifts in kind of specialized scholarly content that are rare or unique, focused on Egypt, or relevant to the scholarly pursuits of AUC, according to the following guidelines. In particular, the Library actively seeks Arabic scholarly works not already held in the collection, and The Rare Books and Special Collections Library also solicits donations of books, archival collections (across formats including photographs, drawings, etc.), and other primary source items (including digital contributions).

The Library evaluates and processes each category of donation independently:

- a) Collections specifically sought and requested by the AUC Library
- b) Gifts from AUC senior administrators
- c) Faculty parting with books or offering a small teaching collection
- d) Small collections of individual titles via [Book Donation Request Form](#) (less than 10 volumes)(See Appendix B)

Donations under categories a) and b) require the Deed of Gift agreement to be signed and formal discussion with Library personnel.

Donations under categories c) and d) require a full title list and the Gift-In-Kind Authorization (see Appendix C) form to be signed.

All gifts to the collection are evaluated prior to acceptance and the following key factors are considered in their evaluation:

- No duplication of current content.
- No textbooks.
- Relevancy for the purpose of study and research by the AUC community.
- Physical condition: Gifts that are moldy or dirty will not be accepted under any circumstances. If these are delivered to our premises, they will be destroyed.
- Language: the Library is English language primarily, with a secondary focus in Arabic.
- Availability on the market.
- Not acquire titles that are available free online (unless specifically Egypt related).
- Serials donations are rarely accepted unless filling in gaps, providing essential course resources, or Arabic content.

The following considerations will apply to the acceptance of donations and gifts to the Library:

- The Library alone will decide whether the materials will be accepted and whether they will be placed in the Library or eventually discarded.
- The Library owns the right of ownership once gifts are donated by the donor.
- Donations are irrevocable.
- The Library may dispose of gifts to its best advantage. Such disposition may include:
  - To retain the gift in the Library.
  - To transfer it to other departments of the University.
  - To donate gifts that are needed to other national libraries.
  - To discard.
- A copy of the signed agreement will be emailed/posted to the donor.
- The AUC Library is not responsible for the physical delivery of the gift to the Library premises.
- Once accepted, the gift will be processed according to our standard procedures and will be added to the queue of cataloging priority.

## FORMATS

### Electronic Resources

AUC Library is **electronic preferred**. Electronic resources are acquired selectively based on content relevancy to School programs, access, full image or full text, price, and ease of use.

- **Content:** governed by subject. Should enrich and/or complement the current collections or replace high use, difficult to acquire, or extremely expensive print alternatives.
- **Access:** IP access to the full database is preferred. Limited access, password access, or terminal-specific access would only be acquired due to their unique content value.
- **Image/text:** Full image/text is preferred for electronic versions of print publications.
- **Price:** value for price, cooperative purchase prices, savings from print budgets, subscription vs. per use pricing, and net cost are considerations.
- **Ease of use:** Electronic resources vary widely in the interface provided. Some are available through other suppliers as well as from the original publisher. The interface should be user-friendly, appropriate to AUC users' competencies, and offer full access to the database's capabilities.

### Journals

The Library acquires journals and newspapers in all formats (print, microform and electronic) through regular subscriptions and, rarely, through donations to meet the need of specific AUC School curriculum and research programs. As more journals become available online via databases, the trend is to discard their duplicates in print, unless their contents are related to Egypt or the Middle East.

The Library provides selected newspapers with both international and national news coverage. Several newspapers that have importance for permanent research value to students and faculty are recollected on microform unless an electronic version is available. Newspapers and magazines and other periodicals with historic or aesthetic value may be acquired for the RBSCL via transfer from the Main Library, purchase or donation, or accompanying acquired archival collections.

Usage statistics and cost are two key factors in the continuation decision of both print & electronic continuations, though other factors are also taking into consideration.

## **Special Collections: Archives and Rare Books and Related Holdings**

The Rare Books and Special Collections Library strives to build collections of both primary and secondary source materials that reflect the history, culture, arts, and society of Egypt and the region, through donation, purchase and subscription. Consideration is given to collection areas of other local institutions in making acquisitions; for example, the RBSCL does not collect at the most comprehensive level for archaeology due to the numerous other institutions in Cairo collecting focused on that subject. In addition, in some cases another institution may be a more appropriate repository for materials donated to AUC in which case they may be referred to that other, more appropriate repository.

Subject/topical areas collected by the RBSCL include:

- Architecture and the built environment
- AUC's history and heritage
- Coptic Studies
- Economics and business history of Egypt
- Egyptology
- Ethnic, foreign, and religious sub-communities in Egypt
- Islamic Art and Architecture
- Travel literature of Egypt and the Middle East
- Visual arts of Egypt and the Middle East and other arts and culture, including cinema
- Women's history, social change, government, and law

RBSCL considers materials in a variety of formats for acquisition, including:

- Architectural Plans and Drawings
- Archives, including personal papers, manuscripts, and institutional AUC records (and records of other organizations possessing historic research value). Formats represented in this category may include text documents, correspondence, writings, publications, diaries, visual resources, and memorabilia and artifacts. Archival collections often encompass related visual material (like photographs and architectural plans) or audiovisual media.
- Artifacts, usually when accompanying an acquired archival collection. These may include documentation of an event (such as items connected with a major event like the January 25 Revolution); professional tools (i.e. photographer's equipment or architects' models); evidence of artistic endeavors (like musical instruments); personal effects (such as eyeglasses); or furniture or decorative items (for example a writer's desk or the statuary bust of a donor).
- Audiovisual materials, including legacy analog formats like 16mm reel-to-reel films, VHS video cassette tapes, audiocassette tapes, etc. (such material is digitized by the RBSCL). Audiovisual media already in digital format is also collected.
- Drawings, Sketches, and Posters, typically as part of a comprehensive archival collection or documentation of an event (like a political campaign) rather than as piecemeal items.

- Magazines, Periodicals, Journals. Contemporary materials in these areas are selected for documenting Egyptian and Middle Eastern society, culture, history, and archaeology, with special attention to supporting academic programs in Egyptology and Coptic Studies and Islamic Art and Architecture. Historic magazines and periodicals are also considered for purchase, accepted as donations, and transferred from the Main Library.
- Maps. These may include various formats such as sheet maps, atlases, topographic maps, insurance plans, tourism maps, etc..
- Oral Histories, in audio or video format, with transcripts. Most are produced by RBSCL staff, but these may include oral histories received as donations from scholars, documentary institutions, and others.
- Photographs, across formats like prints, negatives, slides, photograph albums, postcards, and stereoscope cards, and digital images (scanned by a donor or produced originally as digital images).
- Rare Books and Special Book Collections: Books may be considered for addition to the library's rare book collections based on factors like age, scarcity, aesthetic or artistic or artifactual worth, geographical origin, importance, or association (i.e., with important individuals or institutions), taking into account how the item relates to the RBSCL's subject and topical collecting areas. Books grouped as a special book collection, for example received from a donor or covering a particular topic (for example, translated works by an author) are also considered for acquisition.

Materials in the above formats are also acquired by the RBSCL in **digital form**. This may be through the digitizing of items lent to the library for that purpose with the originals not retained by RBSCL, or materials donated in "born-digital" form (i.e., the transfer of a collection of digital photographs, or acquisition of an item as a .pdf document, etc.). In addition, **web archiving** is pursued via a subscription to the Internet Archive's ArchiveIt service, for capturing websites associated with AUC or that parallel the collecting areas (topics, subjects, etc.) covered earlier in this policy.

## Textbooks

Textbooks are the responsibility of AUC Bookstore. However, the Library acquires one copy of every textbook available at the AUC Bookstore and places it on Reserve. Textbooks are removed from Reserve at the end of Semester and added to the regular collection. In addition, when informed, the Library will investigate the acquisition of electronic textbooks through usual vendors, but will not buy multiple electronic copies. It is important to note that many e-textbooks are currently unavailable to the Library. An electronic and a print copy is possible when both are available.

## AUC Theses and Other Theses

All AUC graduate student Master's degree theses and doctoral dissertations in digital form are uploaded to the online [AUC Knowledge Fountain](#) ("Fount") digital repository and added to RBSCL digital storage (from Fall semester 2020 onward). The library also holds print copies of AUC graduate degree theses from 1950 through the beginning of 2020.

Additionally, the Library acquires selected unpublished theses and dissertations from Egyptian and international institutions that deal with subjects related to Egypt. The **criteria** for selecting material of this type is based on two main factors:

- Quality of theses or dissertations to support the research programs
- Need of theses or dissertations for particular projects conducted by AUC community

All theses and dissertations, whether in digital or print or microforms, are cataloged.

## **AUC Press and Faculty Publications**

AUC Library acquires on a regular basis two copies (preferably one online) of any publication published by the AUC Press or one copy for publications of faculty members during their tenure at the university. For AUC Press titles, a copy will be placed in the Main Library, and the other in the University Archives in the Rare Books and Special Collections Library. Faculty publications that appear in the form of unpublished dissertations, theses or articles in journals are not acquired unless their subject matter or topics relate to the instructional and research needs of the courses taught at the University, although these may be contained in archives of faculty acquired by the University Archives. Monographic gifts of faculty publications are also a welcome addition.

## **SERVICES AND COLLABORATIONS**

### **Document Delivery**

The Main Library arranges resource-sharing agreements with other libraries to facilitate access to information for AUC faculty, students and other researchers. It is a member of the Research Library Group (RLG), and its SHARES program, which is an international alliance of over 160 members, including universities and colleges, national libraries, archives, historical societies, museum, and independent research collections, and public libraries.

### **Reserve Services**

The Library's Reserve policy aims at enabling the maximum number of students to access limited copies of course-assigned materials. Teaching faculty may provide their personal copies of books and articles, or request that books be transferred from the general Library collection to the Reserve Section. Articles that are needed for courses and are included in the journals that the Library owns may be photocopied and submitted at the Reserve Section. Books needed for placing on Reserve will be acquired as rush orders whenever possible.

Reserve requests are processed in the order received. For detailed and current information on Reserve Procedures and Policies, see the AUC website.

### **Other Institutions and Cooperative Agreements**

While the Library does not currently have formal cooperative collection development policies with other institutions, consideration may be given to collecting areas of other institutions, in order to avoid both duplication and to fill gaps in documentation.

## **STAKEHOLDERS AND ROLES**

### **Library and Learning Technologies (LLT) Policy Makers and Selectors**

**School Council:** Approves the final Collection Development Policy by vote.

**Director of Collections:** Coordinates Collection Development Policy and submits for approval to the LLT School Council.

**Faculty Library Liaisons:** Provide feedback from faculty via regular meetings and correspondence. Conduct collection analysis in their respective fields and suggest purchases.

**Center for Excellence for Middle Eastern and Arab Cultures (CEMEAC):** Center faculty and staff select material for purchase in all formats, in all subjects relevant to the Middle East and Arab Cultures. The AUC Library's Center of Excellence for Middle Eastern Arab Cultures is dedicated to support the university's interdisciplinary programs, and to embrace all disciplines in the humanities and the social sciences. It supports the curricula of Middle East Studies at the undergraduate and graduate levels, faculty, and scholars from the international academic community. It is intended to promote the study of the Middle



East and Arab history, culture and heritage in a larger number of academic departments, and to facilitate the flow of information about them at the AUC, in the Egyptian and Arab world communities, and beyond.

**Selectors and Selection Committees:** The Library designates Subject Librarians and curators to select content for inclusion in the AUC Library Collection. Committees are formed for the purpose of evaluating some resources/purchases, either on an ad hoc manner or more permanently (e.g. Electronic Resources Committee). The Library also liaises with Faculty Library Liaisons from each department within the AUC Schools.

**Rare Books and Special Collections Library (RBSCL):** Faculty and staff select (in collaboration with other Library personnel) appropriate materials for RBSCL collections.

**University Archives and Records Management:** Faculty and staff appraise and coordinate transfer of appropriate material.

## **Users**

**AUC Faculty:** All faculty may request scholarly resources for teaching, learning and research. These will be acquired in line with this policy.

**AUC Students:** All students may request scholarly resources in line with this policy, however, these requests will be evaluated by AUC librarians and the relevant Faculty may also be consulted.

**AUC Alumni:** Purchase requests from Alumni are not acquired unless they are supported by current faculty members or meet the selection criteria and are approved by an LLT Subject Specialist. Access to electronic resources is from on campus only.

**External Users:** Purchase requests from external users are not acquired. Access to electronic resources is from within the Library building only.

---

## **VI. FORMS/INSTRUCTIONS (if applicable)**

---

Appendix A: Resource Request Form

Appendix B: Gifts-in-Kind Book Donations Form

Appendix C: Donations Authorization Form

Appendix D: EResource Problem Form

Appendix E: Deed of Gift Agreement

Appendix F: Conspectus of Disciplines of Collecting

---

## **VII. APPENDICES (if applicable)**

---

Attached

---

## **VIII. CONTACT INFORMATION**

---

*Contact: Director for Collections, LLT*

**Appendix A: Resource Request Form**

See link: <https://forms.aucegypt.edu/library/bookrequestform.html>

## Appendix B: Gifts-in-Kind Book Donations Form

**UPDATED:**

### Gifts-in-Kind Book Donation Form

The Library welcomes offers of gifts in kind of specialized scholarly content that are rare or unique, focused on Egypt, or relevant to the scholarly pursuits of AUC, according to the following guidelines. In particular, the Library actively seeks Arabic scholarly works not already held in the collection.

Please fill this form, after reading our Gift-In-Kind policies below, if you wish to donate books to the Library.

#### Donors Information

- \* First Name:      \* Phone Number:  
  
\* Surname:        \* Email Address:

#### Donated Book title details

#	Title of Book	Author Name	Publication Date	ISBN
---	---------------	-------------	------------------	------

1-

2-

3-

4-

5-

6-

7-

8-

9-

10-

#### Additional information

Submit

I'm not a robot  
reCAPTCHA

[Privacy](#) - [Terms](#)

## Gifts-in-Kind Policy

All gifts to the collection are evaluated prior to acceptance and the following key factors are considered in their evaluation:

- No duplication of current content.
- No textbooks.
- Relevancy for the purpose of study and research by the AUC community.
- Physical condition: Gifts that are moldy or dirty will not be accepted under any circumstances. If these are delivered to our premises, they will be destroyed.
- Language: The Library is English language primarily, with a secondary focus in Arabic.
- Availability on the market.
- Not acquire titles that are available free online (unless specifically Egypt related).
- Serials donations are rarely accepted unless filling in gaps, providing essential course resources, or Arabic content.

The following considerations will apply to the acceptance of donations and gifts to the Library:

- The Library alone will decide whether the materials will be accepted and whether they will be placed in the Library or eventually discarded.
- The Library owns the right of ownership once gifts are donated by the donor.
- Donations are irrevocable.
- The Library may dispose of gifts to its best advantage. Such disposition may include:
  - To retain the gift in the Library.
  - To transfer it to other departments of the University.
  - To donate gifts that are needed to other national libraries.
  - To discard.
- A copy of the signed agreement will be emailed/posted to the donor.
- The AUC Library is not responsible for the physical delivery of the gift to the Library premises.
- Once accepted, the gift will be processed according to our standard procedures and will be added to the queue of cataloging priority.

*AUC Libraries Gifts-in-Kind Policy is in accordance, and comes under, the AUC [Gift Acceptance Policy](#).*

## Appendix C: Donations Authorization

### AUC MAIN LIBRARY GIFT-IN-KIND AUTHORISATION

The Library welcomes offers of gifts-in-kind of specialized scholarly content that are rare or unique, focused on Egypt, or relevant to the scholarly pursuits of AUC, according to the following guidelines. In particular, the Library actively seeks Arabic scholarly works not already held in the collection. This Authorization is for small collections of books and is required signed after the donor has read the Gift-In-Kind policies below.

All gifts-in-kind to the collection are evaluated prior to acceptance and the following key factors are considered in their evaluation:

- No duplication of current content.
- No textbooks.
- Relevancy for the purpose of study and research by the AUC community.
- Physical condition: Gifts that are moldy or dirty will not be accepted under any circumstances. If these are delivered to our premises, they will be destroyed.
- Language: the Library is English language primarily, with a secondary focus in Arabic.
- Availability on the market.
- Not acquire titles that are available free online (unless specifically Egypt related).
- Serials donations are rarely accepted unless filling in gaps, providing essential course resources, or Arabic content.

The following considerations will apply to the acceptance of gifts-in-kind to the Library:

- The Library alone will decide whether the materials will be accepted and whether they will be placed in the Library or eventually discarded.
- The Library owns the right of ownership once gifts are donated by the donor.
- Donations are irrevocable.
- The Library may dispose of gifts to its best advantage. Such disposition may include:
  - To retain the gift in the Library.
  - To transfer it to other departments of the University.
  - To donate gifts that are needed to other national libraries.
  - To discard.
- A copy of the signed agreement will be emailed/posted to the donor.
- The AUC Library is not responsible for the physical delivery of the gift to the Library premises.
- Once accepted, the gift will be processed according to our standard procedures and will be added to the queue of cataloging priority.

I have read and accept the AUC Library Gift-In-Kind Policy as stated above:

Name and Signature of donor: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (optional): \_\_\_\_\_ Date: \_\_\_\_\_

*AUC Libraries Gifts-in-Kind Policy is in accordance with, and comes under, the AUC [Gift Acceptance Policy](#).*

**Appendix D: EResources Problem Form**

See link:

<https://www4.aucegypt.edu/LibraryForms/EResourcesProblemForm.aspx>

**Appendix E: Deed of Gift Agreement**

**DEED OF GIFT**

**Website:**//library.aucegypt.edu **Telephone:** +202-2615 2360

**Email:** agreements.LLT@aucegypt.edu, Dean.LLT@aucegypt.edu

I/We, the undersigned Donor(s), hereby donate and convey to The American University in Cairo and the AUC Library (“AUC Library”), subject to the Terms and Conditions attached hereto, all rights, title and interest that I possess in the physical and/or digital materials described in Section 2 of this Deed of Gift.

**1. DONOR INFORMATION**

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/Governorate or State/Country/Postal Code: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Name of spouse or other relevant relative (if any): \_\_\_\_\_

Relationship of Donor to creator of the materials (if you are acting on behalf of someone else):  
\_\_\_\_\_

**2. DESCRIPTION OF MATERIALS DONATED (Attach additional pages if needed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check here if material is to be digitized by the Library with original item(s) to be returned to donor.

**3. TRANSFER OF OWNERSHIP**

I understand that upon signing the Deed of Gift, the materials described above become the legal property of The American University in Cairo Library. This deed will also serve to convey any further gifts of materials that I wish to make at a later date, with each gift to be described in an addendum.

Date(s) AUC Library took possession of material: \_\_\_\_\_

**4. INTELLECTUAL PROPERTY RIGHTS**

**A. Intellectual Property Rights.** This section deals with copyrights, literary rights, artistic rights, or patents (collectively, “Intellectual Property Rights”) that may be associated with the donated material.

I hold the Intellectual Property Rights in some or all of the donated materials. Please indicate below or on a separate page the materials for which you control the Intellectual Property Rights and the nature of your rights, for example copyright, sole/joint owner, heir, etc.  
\_\_\_\_\_

I do not hold Intellectual Property Rights in any of the donated materials. AUC Library Deed of Gift Page 2

**B. Intellectual Property Rights Transfer.** If you have indicated that you own the intellectual property rights in some or all of the donated materials, please check one only of the following boxes.

I wish to transfer, convey and assign to AUC Library all Intellectual Property Rights that I control in the above-described materials, subject to the exceptions or limitations, if any, stated below:

---

I do not wish to transfer Intellectual Property Rights, but I give permission for the AUC Library for scholarship and research purposes to make copies for users, display in physical exhibitions, or make available digitally online. Any other rights conveyed to AUC are indicated as follows:

---

### **5. TREATMENT OF THE MATERIALS, REMOVED MATERIAL, AND REAPPRAISAL**

- The Library will preserve, apply conservation care, arrange, describe, and catalog the materials in accordance with standard library/archival processing procedures. Materials will be maintained in secure, climate controlled storage locations, as feasible.
  - Items not retained during processing or future reappraisal by AUC Library shall be (check one):  
 Discarded or transferred at AUC Library's discretion       Returned to me       Other (describe):
- 

### **6. ACCESS TO AND USE OF THE MATERIALS**

- Materials will be open for research. Researchers will use physical items in supervised reading rooms. Materials may be reproduced and provided to researchers in limited quantities.
  - Materials may be digitized and made available online via the Library's approved online internet platforms. Physical items may be displayed, as originals or reproductions, in exhibitions.
  - Sensitive materials that I identify at the time of donation, or that are discovered by Library staff during processing, may be restricted to protect my privacy or that of others, for a limited and clearly stated period of time. AUC Library may implement other restrictions in accordance with its policies. If any restrictions are desired, please indicate which materials and the period of restriction:
- 

### **7. SIGNATURES**

This form constitutes a full agreement by and between the undersigned parties. No amendments, deletions or modifications to this agreement shall be valid unless stated in writing and signed by the undersigned parties. I understand and agree to the terms and conditions described herein.

Donor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I accept this gift on behalf of the AUC Library.**

Representative of AUC and/or AUC Libraries and Learning Technologies:

Name and Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **Terms and Conditions**

The purpose of the Deed of Gift is to assist AUC Library staff in determining your decisions as a donor and to establish a legal transfer of ownership of the property/materials. The AUC Library has accepted Donor's gift of the material (and, if applicable, Intellectual Property Rights) listed above, subject to the following terms and conditions:

1. By execution of the Deed of Gift, the Donor expressly represents and warrants to the AUC Library that he or she is the sole lawful owner of title to the property/material or that Donor is fully authorized by such owner to enter into this Deed of Gift. The Donor further represents that the property/materials is free and clear from any and all encumbrances, that there has been no prior pledge, option or gift of any part thereof to any person, and that Donor has the right to give or transfer the property/materials which shall occur upon delivery to AUC Library. Upon transfer to the AUC Library, the property/material is granted irrevocably and absolutely to the AUC Library.
2. The donated property/materials must be appropriate to the mission and needs of the American University in Cairo.
3. The date of the transfer will be at the date the donor and the representative of AUC Library have signed this agreement, or the date mentioned in section #3 above.
4. Donor acknowledges that upon execution of this Deed of Gift, the property/materials irrevocably become the property of AUC Library. The display, use, maintenance, and disposition of the Property are at AUC Library's sole discretion.
5. Donor represents and warrants that no customs laws, tax laws, laws of inheritance, or other laws or regulations applicable to the property/materials, its export or import, have been broken.
6. Donor represents and warrants that there are no claims, judgments, liens or other encumbrances of any kind whatsoever against the property/materials, any portion of the property/materials, or title to it.
7. AUC works in compliance with United States Internal Revenue Service (IRS) regulations, Egyptian law and acceptable business practices. AUC Library does not advise donors on tax matters and suggests that Donor direct any questions regarding donations as charitable contributions to the Donor's tax advisor or lawyer. AUC Library does not appraise donations but will make the property/materials available for appraisal upon the request of Donor at the Donor's expense.
8. Donor will defend, indemnify, and hold AUC Library harmless from claims or allegations arising from or relating to conduct that would be a breach of the Donor's warranties or representations herein if established.
9. Property/materials may be digitized and displayed on the Internet as the AUC Library deems appropriate. AUC Library is authorized to display or loan any donated property/materials for exhibitions both on and off campus. Property/materials may be reproduced in publications.
10. In case of property/materials that requires additional cost for preservation beyond AUC Library budget, AUC Library will discuss the preservation cost with the Donor for Donor's contribution. If agreement does not reach between both parties, AUC Library retains the right not to accept the transfer of ownership of property/materials.
11. It is further agreed and understood that the AUC Library shall incur no financial encumbrances of any kind with this gift. Donor receives no direct benefit and requires nothing in exchange beyond an assurance that the intent of the contribution will be recognized and honored.

**Appendix F: Conspectus of Disciplines of Collecting**

See Shared Document: <https://docs.google.com/document/d/1G-RbGTiydvLGIJvEv7pMAyrsPV6s3vjIufyS1h5R-Y8/edit?usp=sharing>