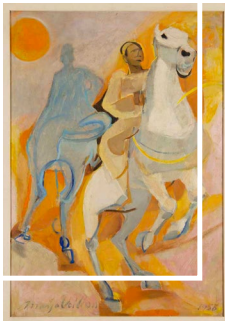
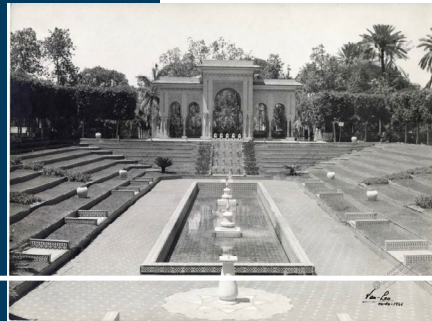
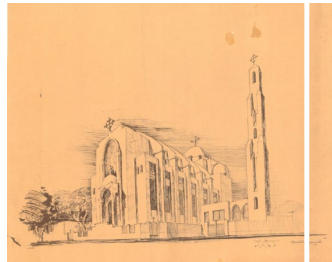
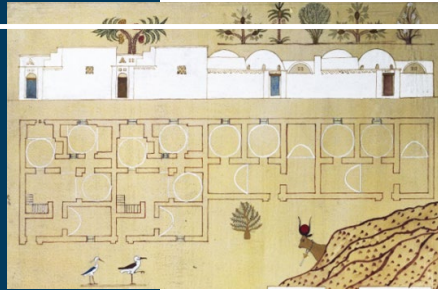




YOUR HERITAGE DONATION TO AUC LIBRARY

A Guide to Giving
to the Rare Books and
Special Collections Library





OUR DONORS

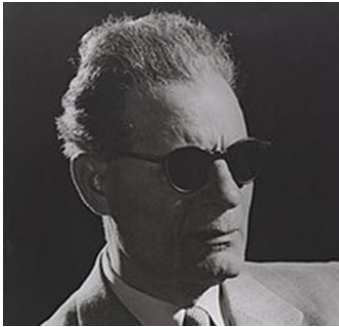
Donors are vital to the growth of the library's holdings. Over the years, many generous individuals and families have given large and significant collections of material to AUC, including the following:

SCHOLARS

- Iryan Moftah
- K.A.C. Creswell
- Nicholas Hopkins

ARTISTS & PHOTOGRAPHERS

- Hussein Bicar
- Margo Veillon
- Van Leo



PUBLIC FIGURES

- Aziza Hussein
- Boutros Boutros-Ghali
- Huda Shaarawi

WRITERS & JOURNALISTS

- Anis Mansour
- Denys Johnson-Davies
- Mustafa Amin

ARCHITECTS

- Hassan Fathy
- Ramses Wissa Wassef
- Sayed Karim

EGYPTOLOGISTS

- Gaballa Ali Gaballa
- Nabil Swelim
- Selim Hassan



WHAT DO WE DO?

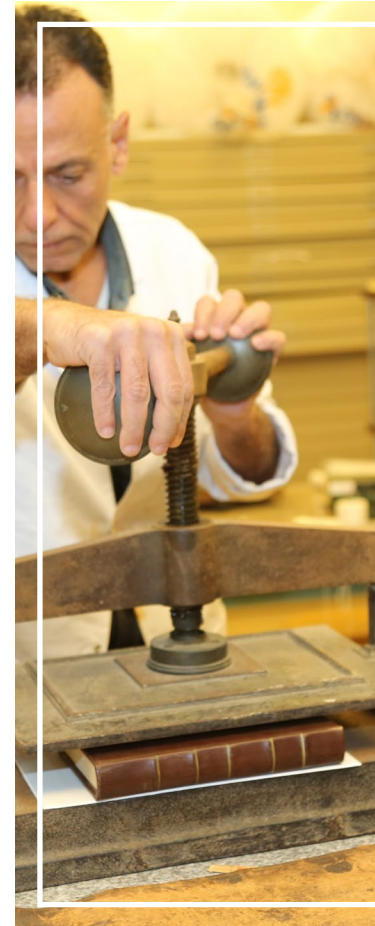
PRESERVATION & ACCESS

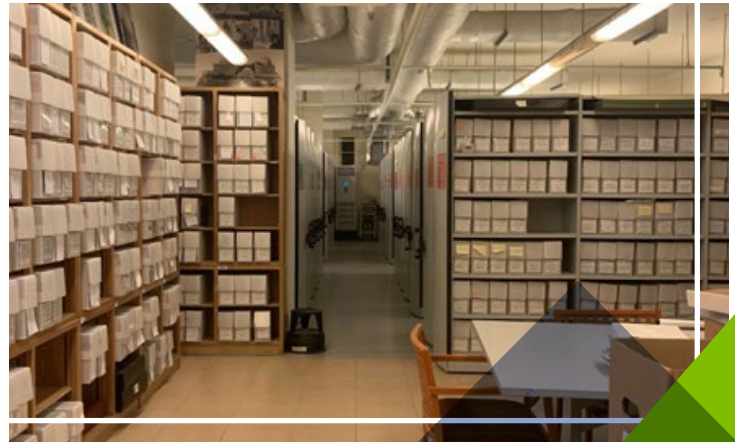
AUC's Library plays a pivotal role in preserving Egyptian and regional heritage, a commitment that earned its Rare Books and Special Collections Library (RBSCL) the prestigious 2022 Jikji Memory of the World Prize from UNESCO for our excellence in documentary heritage preservation.

Within our well-equipped Conservation Lab, highly skilled professionals diligently care for collections. Their expertise ensures the preservation of rare and delicate materials, securing them for the benefit of future generations of researchers.

We are keen to make our collections available to researchers. Our team of curators works to organize and describe collections and to guide users to the resources they need.

While our primary focus is on preserving and promoting Egypt's heritage, the AUC Library has a global perspective, and supports researchers worldwide. Utilizing cutting-edge technology, we digitize many unique items, offering online open access to a wealth of materials for the global research community.







WHAT IS IN A DONATION?

Our collections document Egyptian and regional history, society, cultural and intellectual life. We are interested in donations that include the following types of materials:



Personal and family documents like letters and diaries



Archives of organizations and businesses



Photographs and slides (physical and digital images)



Rare books and manuscripts



Drawings, paintings, and sculptures



Maps



Historical magazines, journals, and newspapers



Posters, promotional material, and ephemera



Comic books, graphic novels, and zines



Architectural drawings



Audio recordings (tapes, records, digital, etc.)



Film reels and videos (including digital files)



Printed musical scores and recorded music



Artifacts, objects and personal belongings, such as:

- Musical or scientific instruments
- Vintage fashion
- Handicrafts
- Audiovisual equipment (projectors, gramophones, reel players, etc.)



THE DONATION PROCESS

Initiating the donation process is as simple as starting a conversation. We encourage you to reach out to us using the contact details provided in the “Contact Us” section so that we may begin discussing your contribution.

Here’s an overview of the typical steps involved:

1

Initial Conversation Between Donor and Library:

We begin with an introductory discussion to understand your intentions and the nature of your donation.

2

Checking for a Fit with the Library’s Holdings:

Library personnel assess the suitability of the materials you wish to donate. This is based in part on librarians viewing the materials on a visit to where they are currently located, or a sample or images of the material you could bring to the library.

3

Formal Library Approval:

An internal library committee formally reviews and approves the donation.

4

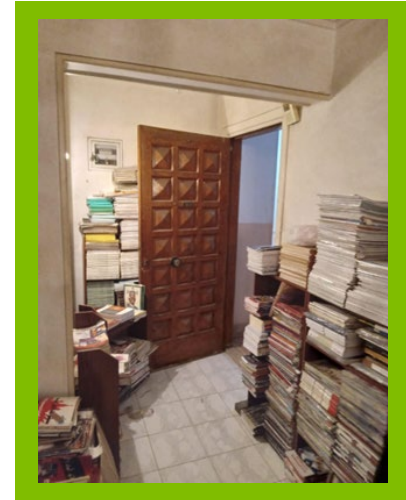
Donation Agreement and Acceptance:

The Library will provide a [Deed of Gift](#) agreement document for you to review, complete, and sign, to formalize the legal acceptance of the donation.

5

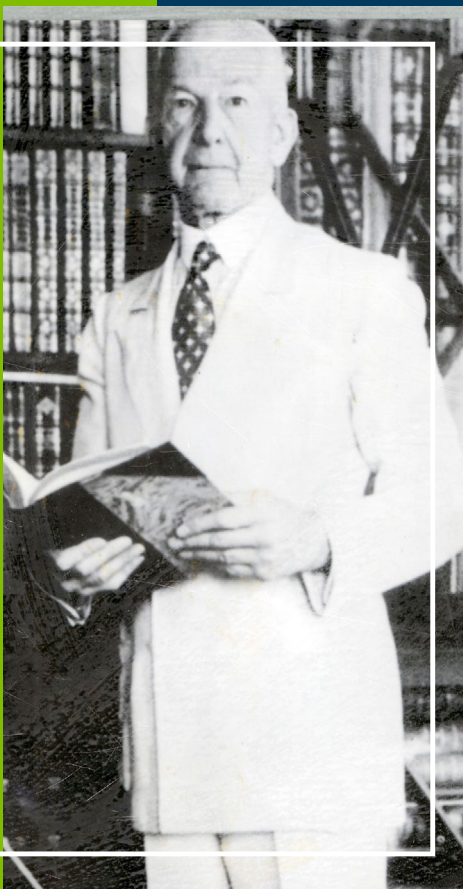
Transferring the Donation to the Library:

The final step involves making arrangements for the physical transfer of materials to the AUC Library.



For specific details on the assessment criteria and conditions, please refer to our collection development policy. **It's important to note that we are unable to provide valuations.**

It is possible that we may not retain all portions of a donated collection; for duplicate materials or items deemed unsuitable, we will discuss options such as returning them to you or donating to another library.



WHERE TO BEGIN?

As you begin to initiate a conversation with the AUC Library, here are some questions that you may want to ask yourself or discuss with your family:

- **What would you like to donate? What do you want to keep?**
Reflect on items with emotional significance that you may wish to retain. We are here to assist you in navigating this decision.
- **Who owns the material? What rights do you have to it?**
For research purposes, it's crucial to know if there are any copyright restrictions on materials. Provide information on the material's creator (e.g., author of a letter, photographer) and specify the rights ownership, which will be documented in the donation agreement.
- **What condition is the material in? How can it be preserved?**
Many heritage materials are threatened by humidity, dust, insects, mold or wear and tear. Preserving heritage materials can be challenging for individuals. You may want to entrust fragile materials to us before it is too late.

WHAT COMES NEXT?

The agreement, acceptance and transfer of your donation are only the beginning of the Library's work with your material.

- We will begin with accessioning, sorting, cleaning, preserving, arranging, describing and potentially digitizing your donation. This is a long and labor-intensive process that requires the coordination of a large team of specialists.
- While we operate within our resource constraints, we cannot commit to a specific processing timeframe. Nevertheless, we meticulously assess and prioritize based on user needs and materials that need urgent attention.
- To document your donation and facilitate its use, the Library will add a donation note for your materials in catalog records and other descriptions and metadata. Our primary focus is on crafting collections conducive to research and scholarship. As a policy, we do not provide named spaces or permanent displays.



To see a visual walkthrough of our processes, we invite you to view [the Library's documentary video](#) about caring for donated collections. We hope that this makes the donation process easy for you to understand, and we look forward to starting a conversation with you about donating to the Library!

Dear Prospective Donor,

Thank you for considering a donation to the AUC Library! We have built world-class collections with the help of generous donors, some of whom are showcased in this brochure.

This booklet explains the donation process and how we treat and make use of donated materials. We look forward to working with you!

CONTACT US

📍 AUC Library
Rare Books and Special Collections Library
The American University in Cairo
✉ rb scl-ref@aucegypt.edu

Library Websites:

🌐 <https://library.aucegypt.edu/>
🌐 <https://library.aucegypt.edu/libraries/rbscl>
🌐 <https://digitalcollections.aucegypt.edu/>