

DONATIONS POLICY

BCU Lausanne builds its collections through acquisitions in accordance with specific collection development policies.

Donations represent a welcome additional possibility for the library to enhance the collections of academic, historical or general works that it makes available to researchers and the public.

1. Donations

1.1. BCU Lausanne accepts donations and legacies for the purpose of acquiring and/or dealing with documents.

1.2. It also accepts donations of documents, provided that they are relevant to its missions and the development policy applicable to its collections.

1.3. Donations with conditions placed on them by the donor are assessed based on their compatibility with the policies and rules in effect at BCU Lausanne and their feasibility. An agreement may be drawn up between the donor and BCU Lausanne.

1.4. The donor must confirm that they are the owner of the documents being donated and transfer their ownership to BCU Lausanne.

1.5. The library is free to dispose of the documents donated to it as it sees fit: it may keep only certain selected documents from a donation, based on the development policy applicable to its collections.

2. Special conditions

2.1. In the case of digital documents, the donor must confirm that they are the sole copyright owner or holder of other rights to the documents, or have the agreement of the other rights holders to make the donation; they must agree to assign these rights to BCU Lausanne, which may disseminate the documents in the format and through the medium of its choice.

2.2. BCU Lausanne does not grant any exemption from its regulations in exchange for a donation.

3. Preliminary assessment of donation

3.1. BCU Lausanne will carry out a preliminary assessment of all donations. The purpose of this examination is to confirm the interest and value of the documents being offered as a donation in relation to the development policies applicable to its collections and ensure that they justify the verification and integration work required.

3.2. In principle, the preliminary assessment is carried out on the basis of a list, sent by the owner, of the documents they wish to donate to BCU Lausanne. A visit to the premises where the documents are held can also be arranged for the purpose of a preliminary assessment. The library must be able to view or access multimedia or digital documents before they are donated.

3.3. Donations received without the donor approaching BCU Lausanne in advance are also subject to a similar assessment.

4. Adding donations to the collections

4.1. BCU Lausanne undertakes to complete the process of integrating the donated documents it accepts into the collections and listing them in the catalogues, to the extent that it has the capacity to do so.

4.2. BCU Lausanne undertakes to make all donated documents it accepts available to users in accordance with the access and lending policies in effect. An embargo may be agreed with the donor.

5. Arrangements for documents not added to the collections

5.1. BCU Lausanne is free to dispose of donated documents as it sees fit. Documents that are not retained will not be returned to the donor.

5.2. As far as possible BCU Lausanne offers documents that it does not retain to other cultural institutions or non-profit organisations.

Lausanne, 23.10.2014