

## Donation proposal form

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☒ I declare that I have read and agree to the Terms and Conditions of the annex

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**To send the application form: [humadqui@uv.es](mailto:humadqui@uv.es)**

## ANNEX DONATION OF PUBLICATIONS

The Servei de Biblioteques i Documentació appreciates every book or other document donation that reinforces the achievement of the objectives of learning, teaching, research and culture of this institution

### GENERAL RULES

- It is recommended that, before making the donation, the donor checks the library catalog (<http://trobes.uv.es>) to see if a copy of the work he/she wishes to donate already exists.
- If the donation consists of only a few volumes, they must be deposited at the counter at the entrance of the library
- If it is a bigger donation, it is necessary to contact by email with the Director of the library.
- It is necessary to fill the form with a description of the donation, in order to facilitate the selection task and the possible incorporation to the library's collection.
- The Library reserves the right to accept or reject all or part of the donation, taking into account the interest for the institution and the costs of the technical process, conservation and storage.
- The copies that are admitted will be integrated into the collection and will be available to users in accordance with the conditions of access and use of current regulations.
- Once accepted, the donated material will become the property of the Servei de Biblioteques i Documentació, which will have the right to organise, maintain, donate to third parties, exchange, recycle, expunge, deposit and use the collection as deemed appropriate.

[illegible]

[illegible]