

# Donating Materials to the Library

By Norhazura Hamzah  
Collection Development Division  
Perpustakaan Sultan Abdul Samad, UPM

The Library welcomes donations of books and other materials that are in good condition and have been published/produced within the last 5 years or longer at the discretion of the Library staff. Donations are accepted year round. Gift materials are accepted with the understanding that ownership passes to the Library. Materials that meet the Library Collection Development and Selection Policy may be integrated into the overall library collections and handled as any other material belonging to the Library. The Library reserves the right to transfer items to the Friends of the Library, donate items to other institutions or groups, and to discard or recycle materials as necessary.

## We unfortunately cannot accept the following donations:

- Materials that exhibit signs of smoke, mould, pests or water damage
- Materials with torn, worn, yellowed, brittle, loose, or otherwise damaged pages, covers, or bindings
- Materials without covers, book jackets, or cases
- Self-published materials (unless reviewed in established review journals; exceptions may be made for materials of local interest that meet the Collection Development Policy)
- Photocopy books/items

## We also welcome the following donations:

- Audiobooks, Music CDs, or DVDs in excellent condition

If you are considering a gift of materials to the library, please contact Miss Norhazura Hamzah, Gift & Exchange Librarian (+603-89468619/ e-mel : hazura@upm.edu.my), or you may leave your donations in our donations box in the library lobby.

Please consider to support PSAS. Your gifts help us maintain the Library's fabulous collections.



PSAS DONATION BOX

