

Donations Charter

Ifao library regularly receives donations of documents. These donations are an important source of collections development and are treated in the same way as current acquisitions. Donations are governed by certain rules laid down in this charter.

These rules concern the acceptance criteria for donations, the donation process and the methods for integrating donations into the collections.

Types of donations

The Ifao library receives three types of donations:

- Spontaneous, small donations from individuals;
- Regular donations from publishers or other institutions, regardless of whether or not such donations are the subject of a convention;
- Donations that are exceptional in size or content and that require specific treatment as described in this document.

Acceptance of donation

The library does not accept all donations *a priori*. It may refuse a donation or part of a donation whose documents do not correspond to the documentary objectives of Ifao.

Approach for the donation and identification of the given documents

Before any actual grant procedure, the proposed documents must be clearly described. To the extent possible, a list of the title, author, publisher and year of publication of each document should be drawn up by the donor. In special circumstances, this document is prepared with the help of the librarians themselves.

The donor contacts the head of the Ifao library (bibliotheque@ifao.egnet.net) and sends him a list detailing the documents proposed, as well as their number and conditioning.

The library then becomes aware of the gift, using the list, or if possible in view of the documents, in order to evaluate it, then the director of Ifao decides his opportunity. It can accept it in its entirety or make a selection.

Physical state of documents

The physical state of the documents, even old ones, must be good, except special documents of patrimonial value.

Final acceptance of the donation

Ifao is responsible for the collections it manages and preserves; only its director decides whether or not to accept a donation, drawing on the expertise of the curator of the library and, where appropriate, researchers specializing in the field.

Assignment of donation

All donations are, by definition, free of charge. By his gift, the donor accepts the final and irreversible transfer of his documents, which become the exclusive property of Ifao. Any donation results in a certificate or a certified written agreement, a copy of which is given to the donor.

Routing the donation to the library

The two parties agree on the transport of documents, since the library is not in a position to systematically ensure their routing to Ifao. They also determine who should bear the financial burden of this transport.

Documents must be brought to Ifao, 37, al-Sheikh Ali Youssef Street, B.P. 11562 Qasr al-Aïny 11441 Cairo - Egypt.

Reorienting a donation

When a proposed donation does not correspond to its documentary policy, the Ifao library reorients donors to other institutes or institutions that are better able to appreciate the value of the donation. It may also transmit donations it has received, which do not fully integrate its collections, other specialized institutes or establishments, or humanitarian associations.

Treatment, reporting and recovery

Once accepted, the donated documents are processed to be integrated into the library's collections. They are cataloged, equipped and located. They appear in the local catalog of the library as well as in the French union catalogue for academic libraries (SUDOC). If it has been decided by convention to mention the origin of the given documents, they can be stamped in the name of the donor when they are processed, before being included in the library's collections. The documents given are communicated according to the common rules and, as the case may be, they can be excluded from the loan.

Exceptional donations may be treated differently if the documents have a particular value, by their quantity or quality, or if they form a coherent bibliographic set. They can then be identified as a collection attached to a donor and processed accordingly.

Finally, documents received as donations may be digitized for dissemination on the Internet.

Donation Acceptance Form

Donation of documents to the Ifao library

Part reserved for the library

I, the undersigned, Mr / Ms, In charge of the Ifao library, certify that Mr / Mme has given the Ifao Library, free of charge, the documents mentioned in the list attached to this declaration. These documents are integrated into the library's collections in a definitive and irreversible manner.

Done at, on

Part reserved to the donor

I, the undersigned),

Mr / Ms

First name:

Your name:

Address :

Phone :

Declares that he/she has read the charter of donation and certifies that he/she has given free of charge to the Ifao library the documents mentioned in the list attached to this declaration.

Done at, on

Donation Acceptance Agreement

Agreement for transfer of documents to the Ifao library

Betweenhereinafter referred to as the donor, on the one hand,

And

The French Institute of Eastern Archeology, 37, al-Sheikh Street Ali Youssef BP 11562 Qasr al-Aïny 11441 Cairo - Egypt, hereinafter referred to as Ifao, represented by its director Mr Bavay, on the other hand.

It was agreed as follows:

Article 1 - Purpose of the agreement

The donor shall assign to Ifao, on the date of signature of this agreement, the documents described in the appendix. Ifao becomes the owner of the documents.

These documents feed the general collections of the Ifao library. The latter undertakes to ensure the best possible management of the documents received, in the service of the community of its users, within the framework of the objectives defined by its statutes and specified by its documentary charter.

Article 2 - Ifao's commitments

- Conservation

Ifao undertakes to keep the collections selected among its collections in the best conditions.

- Communication

The documents ceded are communicable on the spot, according to the conditions specific to the library of Ifao, as mentioned in its rules of procedure, to the authorized users.

Article 3 - Donor's commitments

The donor guarantees that the transferred documents are under his ownership. The documents are transferred without conditions, except as indicated below. The donation is made exclusively for free. The donor recognizes Ifao's right to carry out the operations necessary to bring the donation into line with its collections (sorting and selection of documents, integration or not in existing collections, etc.).

Article 4 - Particulars (if specified)

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Article 5 - Duration of the agreement

The documents ceded to the Ifao are definitively. This agreement shall not be subject to review.

Done at Cairo, in two original copies, on

The donor

The director of Ifao