

Rules for Accepting Book and Journal Donations to the Collections of the Library of the Krakow University of Economics

1. Book and journal donations to the Library of the Krakow University of Economics are handled by the **Collections Management Department**.
2. Donations are accepted from private individuals, institutions, associations, and other donors.
3. Donors are kindly requested to prepare a list of proposed donations, including:
 - **Books** (author, title, year of publication)
 - **Journals** (title, year of publication, issue numbers)and send it electronically to: grom@uek.krakow.pl
4. After the list is reviewed and approved, donations may be delivered to the Collections Management Department (Library building, 2nd floor, room 233), or a delivery date may be arranged via email or phone: **12 293 5734**.
5. Donors are welcome to deliver publications without prior arrangement; the Library reserves the right to decide how they will be used.
6. By donating materials, donors waive any rights to further manage or reclaim the donated items.
7. Donations may be accepted in full or in part. The Library reserves the right to decide whether to accept and include the donated materials in its collection.
8. Selection of proposed donations is based on the following criteria:
 - compatibility with the Library's collection profile
 - number of copies already held
 - readers' needs and borrowing frequency
 - physical condition of the publication

- completion of missing journal issues

Publications older than 10 years are generally not accepted, unless they have significant scholarly or historical value. The chronological criterion does not apply when completing missing volumes in ongoing series or multi-volume publications.

9. The Library may refuse to accept donations.
10. Donations delivered without proof of purchase will be valued according to internal regulations of the KUE Library, and a receipt of inclusion in the collection will be issued based on that valuation.
11. Donations not accepted into the collection may be freely distributed to other libraries, research units, institutions cooperating with the Library, or to KUE students.
12. By donating materials, donors agree to comply with the rules outlined above.

Donations from the KUE Organizational Units

Organizational units of the Krakow University of Economics planning to organize and donate their collections to the Library are asked to contact the Collections Management Department in advance (12 293 5719, ozogk@uek.krakow.pl).

Donations of Author Copies / Publications Funded by the Krakow University of Economics

Publications should be delivered to the Collections Management Department (Library building, 2nd floor, room 233). The Library reserves the right to select the donated materials. Donations may be included in the Library collection in full or in part. In the case of a large number of copies, some may be distributed free of charge to KUE students or cooperating institutions.