



Academy Library

# Donations to the Academy Library

The Academy Library, UNSW Canberra welcomes donations of books, journals and other library materials that support the teaching, learning and research needs of the Australian Defence Force Academy community.

## **General policy on treatment of donations**

1. As a general policy, the Library asks that donors do not impose any conditions in making donations. Material will normally be processed according to the Library's established collection development policy. Donations are accepted on the understanding that items which are not selected for inclusion in the collections will be disposed of at the Library's discretion.
2. The delegation to accept donations rests with the Senior Librarian (Collection Services).
3. The Senior Librarian (Collection Services) may agree to any variation of these policies in consultation with the UNSW Canberra Librarian.
4. The General Comments space is intended to cover any special information.

Your support for the Academy Library, UNSW Canberra is appreciated.

To make a donation please complete the Donation Form (page 2 of this document). You may email this form to Senior Librarian (Collection Services) - Jonathon Guppy ([j.guppy@adfa.edu.au](mailto:j.guppy@adfa.edu.au)) or bring in a signed printed form with your donation.

For further information please contact the Senior Librarian (Collection Services).

Jonathon Guppy

Senior Librarian (Collection Services)

Academy Library – UNSW Canberra

Email: [j.guppy@adfa.edu.au](mailto:j.guppy@adfa.edu.au)

Phone: +61 2 6268 8119

Fax: +61 2 6247 2324

# ACADEMY LIBRARY UNSW CANBERRA DONATION FORM

Name:

Address:

Phone No.:

Email:

Description of gift:

Number of items:

I understand and accept the General policy on treatment of donations.

Signature and date:

General comments:

---

STAFF USE ONLY

Acknowledgement sent:

Location code:

Comments: