

DONATIONS, INHERITANCES AND BEQUESTS OF DOCUMENTARY, BIBLIOGRAPHIC AND ARCHIVAL MATERIAL FOR THE ARCHIVE AND LIBRARY SYSTEM

Donations of documentary, bibliographic or archival material represent an important opportunity for growth and enrichment for the University's collections.

The Archive and Library System is actively engaged in promoting their acceptance and valorisation.

Criteria for acceptance

The acceptance of documentary material is subject to

- to the compliance of the donations with the principles on which the homogeneous and coherent development of bibliographic and archival collections is based
- recognition of the bibliographic or archival, scientific, cultural or antiquarian relevance of the donated documents or fund
- the availability of space suitable for the preservation of the documents or fund
- the state of preservation of the documents or fund and the possibility of their adequate maintenance in the medium and long term
- the sustainability of the costs associated with cataloguing and inventory processing.

Donation offers are subject to specific evaluation and may be declined if they refer to subjects that are not relevant to the profile of the University's libraries or archives, or consist of :

- duplicates of titles already owned
- volumes in a poor state of conservation
- missing issues or issues of journals
- photocopied material.

In the case of collections or fonds that do not fully meet the conditions listed, the University Archive and Library System may propose to the donor a partial acceptance of only those materials considered of interest. The material accepted as a gift becomes part, to all intents and purposes, of the University's movable heritage and may be subjected to all management operations (cataloguing, description, inventorying, reproduction, restoration, discarding, etc.) consistent with the development of its bibliographic and archival

collections, without any constraints on the Archive and Library System in relation to the donor, without prejudice to specific agreements signed by both parties.

Modalities for submitting an offer and procedure for acceptance

Donations of modest value of movable property, pursuant to art. 783 of the Italian Civil Code

The donor sends the University Archive and Library System his donation proposal (as per the attached scheme, which may be used as a facsimile), accompanied by the list and a brief description of the materials to be donated, which will be recorded in the records. The proposal must show the name and tax code of the donor(s), full ownership of the goods and their value, duly signed by all the proposers.

For operational purposes, the documentation may also be sent electronically (preferably, with regard to the list of assets, in Excel, Word or other processable format, indicating in the case of volumes, in addition to the title, the author, place and date of edition and the publishing house).

In the case of the donation of archival fonds without an inventory, the donation proposal must be accompanied by a description of the documentation and a list of its consistency expressed in linear metres or envelopes, boxes, tubes, etc.

In the case of a declaration by a person in the name and on behalf of others, an appropriate power of attorney must be attached. In the case of low-value donations, pursuant to Article 1392 of the Civil Code, a private deed is also sufficient for the power of attorney.

The Head of the Campus Life Area and the Rector's Delegate for Libraries and Archives, or their delegates, examine the donation proposal, also assessing any ancillary and management charges. If the scientific and economic assessment is positive, the Executive shall sign a determination of acceptance of the property in accordance with the scheme approved by the Board of Directors on 22 July 2014, since it is a donation of modest value of movable property, pursuant to Article 783 of the Italian Civil Code, no public deed is required.

The determination is signed by the manager of the Campus Life Area pursuant to:

- Article 3, paragraph 2, Article 21, paragraphs 2 and 3 and Article 75, paragraph 2 of the Regulations for Administration, Finance and Accounting (RAFC) of the Politecnico di Milano
- the resolution of the Board of Directors, adopted on 22 July 2014, concerning the procedure for accepting donations of modest value.

The donation is considered finalized with the determination signed by the Director.

A copy of the determination will be sent to the donor, with the notification of the acceptance, which will be followed by the agreements for the transfer of the assets to the University.

Periodically, a list of the donations received shall be sent to the Executive Board so that the Board of Directors and, in the case of funds, the Academic Senate may be informed, as provided for in the aforementioned resolution of the Board of Directors.

In the event that the property has been declared of historical value, the Archive and Library System, having obtained the positive opinion of the Area Manager and the Rector's Delegate for Libraries and Archives, before proceeding with the acceptance process, shall notify the Superintendency of the depositor's manifestation of intent and the internal opinion of the Politecnico regarding acceptance, and shall await the authorization from the Superintendency itself for the completion of the acceptance process, in the manner set out above.

Non-modest-value donations

For 'non-modest-value' donations, the University Archive and Library System is responsible for preparing the file for approval by the Board of Directors, pursuant to Art. 75, paragraphs 1) and 2) of the University Regulations for Administration, Finance and Accounting, and for forwarding the donation proposal to the Participations and Programmatic Agreements Service (SPAP for short).

In order to be sent to the SPAP, the proposal must be duly registered and accompanied by a report by the Campus Life Area Manager, after hearing the Rector's Delegate, justifying its acceptance, also taking into account any accessory and management charges, and indicating the benefit deriving to the University from the acceptance of the donation.

If the property has been declared to be of historical value, the University Archive and Library System notifies the Superintendence of the depositor's manifestation of intent and the internal opinion of the Polytechnic regarding acceptance, and awaits the opinion of the Superintendence for the continuation of the process.

Once the Superintendency has given its approval, the University Archive and Library System can proceed with the acceptance process, sending all the documentation to the SPAP.

If the donation proposal is approved by the Board of Directors, the University Archive and Library System will make the arrangements with the donors for the formalization of the donation by means of a public notarial deed and, therefore, for the transfer of the assets to the University.

The registration of the deed is free of charge, pursuant to Legislative Decree 346/90, articles 3 and 55.

In the event of a manifestation of the will to donate expressed by a person in the name and on behalf of others, an appropriate power of attorney in the form of a public deed is required.

Inventory and cataloguing treatment

Donated material that has been acquired by the University becomes to all intents and purposes part of its movable heritage and must be described and inventoried according to the University specifications for the description of bibliographic or archival documents. In the case of donations of library material, it shall be catalogued in the management software of the University Archive and Library System.

The inventory and cataloguing processing of donations is entirely the responsibility of the University Archive and Library System and is therefore carried out by the staff assigned to it, subject to appropriate planning, as an extraordinary activity with respect to the ordinary management of libraries and archives.

ANNEX 1

Standard donation offer letter

Spett.le
Politecnico di Milano
Piazza Leonardo da Vinci, 32
20133 Milano

Alla cortese attenzione del
Dirigente Area Campus Life

e per conoscenza
Al Rettore
Al Delegato del Rettore per Archivi e
Biblioteche

Luogo, data

Oggetto: donazione fondo archivistico/ bibliografico denominato “...”

Io sottoscritto nato a , il ,
residente a , in via/Piazza , Codice Fiscale
con la presente ho il piacere di comunicarLe che è mia volontà donare al Politecnico di Milano – Area Campus
life – Sistema archivistico e bibliotecario di Ateneo il fondo archivistico/ bibliografico citato in oggetto,
composto dei beni descritti in allegato, ivi compresa la titolarità di tutti i diritti derivanti dalla valorizzazione dei
beni medesimi.

Il sottoscritto dichiara inoltre di avere la piena ed incondizionata proprietà dei beni da donare e di averne la
completa disponibilità.

[Eventuale – Valutazione del donante: Tenuto conto del valore economico del bene nelle attuali condizioni
d'uso, anche in rapporto alla situazione patrimoniale del sottoscritto, detta donazione è da considerarsi ai
sensi e per gli effetti dell'art. 783 del codice civile di modico valore.]

Resto in attesa di un cenno di riscontro in merito alla decisione dell'Ateneo circa l'accettazione della
donazione al fine di provvedere [cancellare se donazione di modico valore: alla formalizzazione dell'atto
pubblico di donazione dinanzi al notaio, dr ... e] alla consegna del bene.

Gli oneri notarili (se previsti) e di consegna saranno a cura e spese dello scrivente.

Cordiali saluti

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ANNEX 2

List

	TITLE	AUTHOR	ISBN	YEAR EDITION
1				
2				
3				
4				
5				
6				
7				
8				
...				