



**PARLAMENT DE CATALUNYA**

Records Management and Information Resources Department

## **Donations to the Library of the Parliament of Catalonia**

The Library of the Parliament of Catalonia has a bibliographic collection specialising in public law (mainly constitutional and parliamentary law), legal sciences, political thinking and science, Catalan history, social sciences and disciplines on which Catalonia has legislative powers.

It also has a collection of political documents from Catalonia dating from the First Republic to the Franco regime, in addition to later documents, such as electoral posters and programmes, which have largely been the result of donations.

The Parliamentary Library is open to receive new donations that are in line with the development policy of the collection and that meet the general criteria for donations.

### **General acceptance criteria for donations**

As a general principle, donations of documents that meet the appropriate level of specialisation and are related to the specialisation or areas of interest of the Library are accepted.

The donated documents must be in a good state of preservation, although donations that do not meet this requirement but have a particularly high document value according to the technical staff of the Records Management and Information Resources Department may be accepted.

In cases where the donation includes serial publications or works published in various volumes, the donation will only be accepted if it contains complete series or works, or if it fills gaps in the Parliament's collection. However, in the case of works or serial publications that are impossible or especially difficult to complete because they are historical documents outside the market or for any other reason, the donation may be accepted if the general principle stated above is fulfilled and the donation has a document value that is especially important for the Parliament and receives a favourable report from the technical staff of the Records Management and Information Resources Department.

## **Documents that are not of interest to the Parliamentary Library**

Unless the Records Management and Information Resources Department considers that the documents offered are especially relevant to the Parliamentary Library, donation of the following documents will not be accepted:

- Duplicate documents of those in the Library's collection.
- Documents that also have open access online.
- Documents in obsolete media or ones that may quickly become obsolete, such as tapes or magnetic floppy disks of video, audio or data, in discontinued commercial formats.
- Documents the characteristics (historical value, dimensions, preservation needs) of which make it advisable for them to be deposited in appropriate centres to guarantee their treatment and preservation.

## **Procedure for making a donation**

For donations of more than 50 documents and smaller donations that include documents that have a particularly important document value for the Parliamentary Library, a donation agreement must be signed. In these cases, the following procedure must be followed:

1. The donor must submit a request to the Records Management and Information Resources Department indicating that they wish to donate a collection to the Library, preferably with a list of the documents offered and, if considered necessary, details of any other relevant characteristics of the collection.
2. The Records Management and Information Resources Department will inform the donor in writing of whether the donation has been accepted or rejected, taking into account the donation acceptance criteria described above.



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3. If the collection is accepted, depending on the volume and physical characteristics of the documents, transportation can be assumed by the Parliament.
4. The donation must be documented in accordance with the donation agreement model, which must state the offer of the donation with details of the documents it contains, the acceptance of the donation by the Parliament and the donor's authorisation for the Records Management and Information Resources Department to transfer the documents to other libraries or documentation centres if in the final examination it is considered that they are unsuitable for the bibliographic collection of the Parliament.

### Internal actions

1. Evaluation. When the collection has been inspected, the Library will issue a report that will show the characteristics, observations and other aspects that need to be taken into account for the installation, treatment and preservation of the documents to be donated. This report must state whether rejection or acceptance of the donation is proposed and the reasons for the decision. The Records Management and Information Resources Department will assess the suitability of accepting or refusing the donation.
2. Refusal of the donation. The Records Management and Information Resources Department will send a letter to the interested party thanking them for their offering and informing them that the donation has been refused and of the reasons for this decision.
3. Acceptance. For donations of fewer than 50 documents that are not considered to be of exceptional value, the Records Management and Information Resources Department will send a letter acknowledging receipt of the documents and thanking the donor.

For donations of more than 50 documents or ones that are considered of exceptional value, a donation agreement must be signed, in accordance with



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the model shown in the appendix. According to the importance of the donation, the Records Management and Information Resources Department will inform the governing bodies of the Parliament and the donation will be formalised with the solemnity established by these bodies.

The donation document may include clauses agreed with the donor, such as a commitment to digitalise the collection, to hold a temporary exhibition, to publish a book, etc.

4. Treatment. The Library will carry out the physical adaptation and technical processing of the documents that are part of the donation. The donor may not set deadlines for the Library to carry out these tasks.
5. Consultation. The documents that are included in the collection will be visible in the Library catalogue and will be subject to the same conditions of use as the rest of the library's documents, according to their characteristics.
6. Inclusion. In cases where it is considered appropriate, the documents received will be included in existing collections.
7. Evaluation. For extraordinary collections and works of special value, it is recommended to commission an external expert to carry out a bibliographic assessment and a valuation. If necessary, the collections will be included in the Parliament's insurance.
8. Schedule. The schedule for receiving the collection and other actions arising from it will be laid out in writing.

APPENDIX. DONATION AGREEMENT

**Donation agreement by ... to the Parliament of Catalonia**

BETWEEN:

NOM I COGNOMS, Head of the Records Management and Information Resources Department of the Parliament of Catalonia, whose duties are established by Article 17 and related provisions of the Statute of internal regime and governance of the Parliament of Catalonia.

AND:

Mr/Ms ....., residing at ....., with National Identity Document number ....., acting on their own behalf. *[If the donation comes from an entity, the representation of the individual who signs the donation agreement must be proven and it must be stated that they are acting on behalf of the entity.]*

RECITALS:

WHEREAS Mr/Ms [*The entity*] .... is the owner of the documents listed in the appendix and offers to donate them to the Parliament of Catalonia.

WHEREAS the Parliament of Catalonia wishes to include the documents offered in the bibliographic collection of the Parliamentary Library.

IT IS HEREBY AGREED as follows:

1. Mr/Ms [*The entity*] .... donates to the Parliament of Catalonia ....., as described in the attached summary.
2. The Parliament of Catalonia accepts the donation of the documents set out in the attached list, which will be included in the collection of the Parliamentary Library so that they can be consulted and used in accordance with the regulations of access to the Library's collection, notwithstanding the provisions of Article 4 hereof.
3. All documents are given to the Parliament hereby [*The documents will be given to the Parliament of Catalonia in accordance with the following schedule:*]. The technical staff of the Records Management and Information Resources



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Department must, with due diligence, arrange for the physical adaptation – if necessary –, the cataloguing and any other technical processing of the donated documents. This does not imply any commitment to a specific date by which these tasks must have been carried out.

4. If, when the technical staff of the Records Management and Information Resources Department have made a detailed analysis, it is concluded that some of the documents do not conform to the conditions that allow them to be included in the collection of the Parliamentary Library, the donor expressly authorises the Records Management and Information Resources Department to transfer them to other libraries or documentation centres of the Generalitat of Catalonia, of the local government bodies or of the universities of Catalonia, in accordance with the specialisation criteria that the aforementioned technical staff must apply.

5. Any expenses that may arise from the donation are borne by the Parliament of Catalonia.

6. [*Special clauses*]

In witness thereof, both parties sign this agreement in duplicate.

Palace of the Parliament of Catalonia, .... ..

..... (*signature 1*)

..... (*signature 2*)