



# Donations Policy

## Background

The Library accepts the donation of books, periodicals and other library material that enhances or extends our collections in order to support the teaching, learning and research needs of the University of Nottingham. We assess donations for inclusion according to criteria similar to those governing the acquisition of new materials for the library, as set out in the Collection Policy.

### 1. Offers

Pressure on space and the staffing resource required to catalogue and process donations means that we must be selective in what we can accept. Anyone wishing to donate material to the Library should contact the Collections Librarian. For larger collections (more than 20 items), please email the list to [acquisitions@nottingham.edu.my](mailto:acquisitions@nottingham.edu.my)

*No donor should bring material into the Library unless we have agreed to accept it.*

Acquisitions staff will select material from a list of titles before that material is moved to the library. The list should be prepared by the donor and should include for each item: author, title, edition, publisher and date of publication. We will then check the list against existing stock before acceptance is agreed. For some donations, The Library may need to seek advice from academic colleagues so that a professional decision can be reached regarding its relevance to the University's collection.

When Acquisitions staff have selected material and the donor has brought the items to the Library, the donor must complete and sign the library's donation form.

## 2. Conditions of acceptance

We accept donations on the understanding that they become the property of The Library. As such Library staff reserve the right to determine retention, location, cataloguing treatment, and any other considerations relating to its use or disposal. We are unable to return donated material.

## 3. Acceptance Guidelines

Potential donors should be aware of the following:

- Material in poor physical condition (for example water damage, writing on pages, torn or missing pages) will not normally be accepted.
- Ephemera such as newspapers or 'grey literature' will only be accepted in special circumstances, to be decided by The Library staff.
- Material which is deemed suitable for inclusion will be incorporated within the existing collections according to subject.
- Earlier editions of texts held in the collection will not be accepted.
- Duplicate items will only be accepted if they are material which is regularly in high demand. Duplicates may also be compared with copies already in stock, and only the item in best condition will be retained.
- While the wishes of donors will be given consideration, donors may not impose conditions on usage or retention relating to material either before or after its acceptance by The Library.
- The Library cannot guarantee to house donated items together. It is not possible to maintain separate collections, nor will The Library amend library signage to indicate the presence of donated material.
- Back runs of periodicals cannot be accepted if they are incomplete or duplicate existing holdings. Volumes which are held in electronic collections with ongoing archival access will not be accepted.
- The University is unable to pay for any donations to be delivered.
- Substantial donations may be declined if resources cannot be identified for subsequent cataloguing and processing.
- Material will be catalogued and processed in the same way as purchased items.
- Staff workload means that there may be delays in adding donations to stock. Items can be fast-tracked through the system only if they are currently in demand.
- The Library will not take back into stock anything that has been discarded but subsequently retained by an academic for his or her own interest.