



University of  
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## University of Nottingham Libraries

### Donations Policy

This policy forms part of the Collection Policy (monographs) for University of Nottingham Libraries. Please do **contact us** before you bring material into any Library:

[collections@nottingham.ac.uk](mailto:collections@nottingham.ac.uk)

#### Background

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

Please note that there are separate acquisition and donations policies for Manuscripts and Special Collections

[www.nottingham.ac.uk/manuscriptsandspecialcollections/aboutus/policy/collecting-policies.aspx](http://www.nottingham.ac.uk/manuscriptsandspecialcollections/aboutus/policy/collecting-policies.aspx)

#### 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 should contact the Collections Librarian via email as given above.

We will select material from a list of titles. The list should be prepared by the donor, to include all ISBNs as a minimum, but it would also be very helpful to have:

- author
- edition
- publisher
- date of publication

In the case of donations of more than 10 items where the material is not already held, we will additionally seek advice from academic colleagues so that a professional decision can be reached regarding its relevance to the University's collection. We will then check the list against national holdings before acceptance is agreed.

When collections 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 we will determine retention, location, cataloguing treatment, and any other considerations relating to its use or disposal in the same way as all other library stock. We are unable to return donated material.

## 3. Acceptance Guidelines

Potential donors should be aware of the following

We will not usually accept:

- Items not in stock but with national holdings already in 7 or more other Research Libraries UK institutions
- Material in poor physical condition (for example water damage, writing on pages, torn or missing pages)
- Ephemera such as newspapers or 'grey literature'
- Earlier editions of texts held in the collection
- Back runs of periodicals if they are incomplete or duplicate existing holdings, or if there is stable electronic access
- Duplicate items, unless 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
- Substantial donations where resources cannot be identified for subsequent cataloguing and processing.

Where material is accepted:

- We are not usually able to collect or pay for any donations to be delivered
- While the wishes of donors will be given consideration, donors may not impose conditions on usage or retention and should be aware of the following:
  - material will be incorporated within the existing collections according to subject
  - we cannot guarantee to house all donated items together
  - it is not possible to maintain separate collections, nor to amend library signage to indicate the presence of donated material
- A bookplate acknowledging the donation may be inserted at our discretion (for example, where the material constitutes a substantial donation of exceptional academic relevance)
- Substantial donations may also be acknowledged in writing by the Campaign and Alumni Relations Office
- 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

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