

St Peter's College Library donations policy

1. Preamble

- 1.1 The College Library is always grateful for financial donations. Such gifts have been used in the past to enable the College to acquire items which have made, and continue to make, a considerable contribution to the service provided by the Library to College members. Potential donors who are considering making a gift are invited to contact the Librarian to discuss ways in which their donations may most appropriately be used.
- 1.2 The College is also grateful to those who have made, and continue to make, donations of books and other materials to the Library. Many of the items accepted, ranging from individual works presented by the author to substantial collections, would not otherwise have been obtained by the Library. These gifts make an important contribution to study and research by College members. Financial pressures, and the severe lack of space in the Library, mean that each donation of materials must be considered carefully. This document provides guidelines to help potential donors, College members, and Library staff, when deciding how donations should be managed and whether they make an appropriate addition to the College's collections.

2. Procedures for the Acceptance of Donations by the College Library

- 2.1 Space constraints and the amount of staff time required to record and process donations mean that the Library must be selective in what it can accept.
- 2.2 Whilst the final decision on whether to accept an individual donation rests with the Fellow Librarian and Library Committee, potential donors should make their initial approach to the Librarian.
- 2.3 The Library will generally not accept materials on deposit or loan. It is a condition of acceptance that ownership and all other rights in materials enjoyed by previous owners are transferred to the College at the time the donation is made.
- 2.4 Normally, the Library will only consider donations of published materials in those subject areas which either are currently studied by undergraduates within the College, or which are of interest to College members engaged in research.
- 2.5 The Library has an interest in preserving materials which reflect the history of the College and its members. At the discretion of the Fellow Librarian and the Library Committee, the Library may accept donations in support of this aim which do not otherwise fall within the scope of its donations policy. In making decisions on material which fall within this category, the Library Committee may seek the advice of the College Archivist.

- 2.6 In exceptional circumstances, the Library may accept donations of distinct collections of material which are judged to make a significant contribution towards, or which significantly represent, a discrete area of scholarship. The acceptance of such a collection will necessarily require considerable expenditure by the Library. It is thus unlikely that the College will be able to accept such a donation unless appropriate additional funding is made available to the Library before work on accessioning the donation begins.
- 2.7 The Library does not generally collect unpublished materials. Donors wishing to make gifts of archives, working papers or other similar paper and electronic documents should, in the first instance, contact the College Archivist who will be able to advise them.
- 2.8 Having first considered the issues outlined in paragraphs 2.1-2.7 above, the Library Committee will have in mind the following questions when making a final decision on whether the College is able to accept possible donations:
- a) Would the donation duplicate existing materials in the College Library?
 - b) Are the donated items already readily available in Oxford University libraries?
 - c) In the view of fellows and tutors in the relevant discipline, would the donation support undergraduate and / or postgraduate studies or research undertaken by members of the College?

3. Methods for the Selection and Acceptance of Materials Offered to the Library

- 3.1 It is generally preferable to submit a list of proposed donations in advance. The Librarian, in consultation with the appropriate fellows and tutors, will then select suitable titles from the list of works on offer.
- 3.2 College members considering making a donation to the Library are encouraged to weed any inappropriate items in advance. Donors should contact the Library before sending any material.
- 3.3 In the case of small collections, it may be possible in the first instance for the Library to accept all materials on offer. Items will then be selected for retention, consulting with the relevant fellows and tutors as appropriate.
- 3.4 The Library reserves the right to dispose of unwanted material by whatever methods the Fellow Librarian and Librarian judge most appropriate.
- 3.5 The Library generally cannot accept materials that fall into the following categories unless there is an overriding case for adding them to the collection:
- a) Items in poor condition or likely to need expensive repair;

- b) Old or out of date editions;
- c) Additional copies of works already in the collection unless existing copies are especially heavily used. Existing copies may be replaced by donated copies if the former are in a poor condition;
- d) Items that are defaced or annotated, e.g. with pencil or highlighter markings;
- e) Items in languages not generally read by College members.

3.6 The College regrets that the Library may be unable to accept substantial donations where funding has not been identified in advance to pay for delivery to the Library and for subsequent cataloguing, processing and necessary repairs or conservation.

4. The Cataloguing and Classification of Donations

4.1 Donations will generally be added to stock, classified, catalogued and processed, in the same way as purchased items. Materials not in high demand, and more substantial collections, may have to be stored until staff are available to deal with them.

4.2 Items which are added to the collection will be accessioned, catalogued and classified according to the rules and procedures in use by the Library at the time. Material will be dispersed through the classified sequence according to subject. Donations will not be housed together as a collection unless this has been explicitly agreed in advance with the donor by the Fellow Librarian and Library Committee.

5. The Acknowledgment of Donations

5.1 A bookplate recording the identity of the donor will be inserted in each donated item if this is the wish of the donor. A 'public note' may also be added to the holdings record for each item on the Library OPAC detailing the donation, and the donor's name mentioned in the list of Library benefactors published annually in *The College Record*. A similar acknowledgment may also be made for materials purchased from funds donated to the Library.

6. Long-term Care and Treatment of Donations

6.1 Donated items which require conservation or repair will be conserved to a standard similar to that applied to other Library materials.

6.2 The College cannot guarantee that any items added to the collection will be retained in perpetuity. The Library may withdraw donated items from stock using the same criteria as are applied to purchased material.