

## **Donations policy**

Donations have played an important part in developing the Library collection at Wolfson, and the Library continues to be grateful for all offers of books. We welcome scholarly monographs published by our members. However, the library has limited space for collections and resources for making them accessible to our readers.

Our policy aims to ensure that all potential collections for donation are treated in a respectful, planned and consistent manner and provides the best outcome for the donated collections

All potential expressions of interest in donation or prospective donation should be sent to the Librarian.

Donors should indicate the subject and size of the collection, the currency of their collections, their condition, and their potential usefulness to members of the College.

The Academic Committee of the College will make the final decision on the acceptance of any collection over 25 items based on

- a. The size of the collection.
- b. The relevance to the Library's existing collections and/or
- c. The relevance to the interests of members of the Governing Body, research fellows, or students.
- d. A consideration of the terms (if any) of the prospective donation.
- e. A consideration of the costs of cataloguing, conserving, and developing the collection.
- f. The availability of suitable space and shelving for the collection.
- g. Duplicate copies or different editions of works already in the Library will not be accepted.
- h. Books in poor condition will not be accepted.
- i. The Library will not accept rare and/or valuable books unless they form an intrinsic part of an accepted collection.
- j. The College Library cannot accept original manuscripts, paper archives relating to individuals or the history or administration of the College. Please consult the College Archivist in this instance.
- k. The College cannot accept grey literature, offprints or theses.
- l. The College Library cannot currently accept digital formats.
- m. The Library cannot guarantee that donated items will be retained in perpetuity.
- n. The Library cannot guarantee that the collection will be shelved on open access in the Library but may be housed in remote storage.