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| **Related imageLibraries and Collections Donations Policy**  Effective Date: December 2024  Review Date: December 2025  Approval Body: Library Leadership Team |
| **Policy Owner**: Libraries and Collections  **Policy Author**: Annette Linton, Head of Library Content & Scholarly Communications, a.m.linton@swansea.ac.uk |

# Background / Summary

Libraries and Collections periodically receive offers to donate books and other materials to add to their collections. Individual offers of donations fall into two categories - small donations of less than five items or large donations of substantial collection of material and can include a mixture of formats. While these offers are appreciated, there are associated hidden costs such as storage and shelving space, staffing costs related to stewardship and cataloguing and other lifecycle costs. As a result, it is not always possible to accept offers of donations.

The Libraries and Collections Donations Policy operates in conjunction with the Collection Management and Development Policy and outlines the procedure and criteria used as part of its decision-making in relation to donations. The policy applies to all forms of donations regardless of the number of items offered or the nature of material included.

# Scope / Exemptions

This policy applies to all donation offers made to Libraries and Collections.

# Policy Statement

**How to offer a donation of items**

* Anyone wishing to donate items to Libraries and Collections should first make an approach by e-mailing [myunilibrary@swansea.ac.uk](mailto:myunilibrary@swansea.ac.uk) providing details of the proposed donation including an inventory of items being offered and a statement outlining why Swansea University is an appropriate location for the donation. This will assist in the Libraries and Collections decision making as whether to accept or decline offer.
* The inventory of items included in proposed donation including –
  + Author
  + Title
  + Edition
  + Publisher
  + Year of publication
  + ISBN/ISSN (if available)
* If the donation is agreed in principle, the donor must complete and sign a deposit agreement form.

**Acceptance of donations – criteria**

Libraries and Collections will consider all offers of donations received and decide on whether to accept or reject using the following criteria –

* Items offered must be relevant to current teaching, learning and research activities or other collection development priorities.
* Items should not be duplicates of items already in stock unless it is a title in high demand and usage justifies its acceptance. This includes print editions of items where e-book titles already purchased.
* Items must be in good physical condition unless there is an archival interest.
* Language of publication with English language prioritised for most subjects.
* Print journal volumes or issues unless the proposed donation would complete gaps in existing print only journal holdings.
* Items considered to be of special collections interest such as pre-1860 items, first editions, items linked to existing special collection strengths. For further information please see <https://www.swansea.ac.uk/library/archive-and-research-collections/>

Unless there is an archival interest, Libraries and Collections will not consider -

* Items requiring old or obsolete technology (for example, audio cassettes or videos).
* Ephemera such as newspapers or grey literature.
* Unpublished materials such as offprints of articles, photocopies, and manuscripts.

Other considerations applied to all donation offers -

* Anticipated costs associated with the cataloguing, processing, stock circulation and long-term storage of proposed donations.
* Substantial donations where resources cannot be identified for subsequent cataloguing and processing.

**Conditions of acceptance**

* Libraries and Collections reserve the right to accept or refuse prospective donations.
* We will be unable to assess donation offers unless the donor provides a full inventory of items. Failure to provide an inventory will result in the offer being declined.
* We cannot accept any conditions associated with a donation relating to usage, storage or retention of materials.
* Donations are accepted on the basis that ownership is transferred and that the donated items become the property of Swansea University.
* We may at our discretion dispose of donated material in accordance with its collection management and development policy. The disposal of any donated items will be carried out ethically using existing disposal routes.
* If a proposed donation is accepted in principle by Libraries and Collections, it is the responsibility of the donor to arrange and pay all associated transportation costs.

# Related Policies

Links to any related policies.

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| Title | Link |
| Swansea University Library – Content Development and Management Policy | https://www.swansea.ac.uk/media/Swansea-University-Library-Content-Management-and-Development-policy-v1.0-final-2018-06-25.pdf |
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# Policy History

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| Revision Date | Author | Description |
| December 2024 | Libraries and Collections | New policy |