

Library Donations Policy

Introduction

- 1.1. The University Library welcomes donations of appropriate teaching and research materials subject to the guidelines and conditions outlined below. In all cases, the Library will balance the value of the donation against the costs of cataloguing, processing, storing and conserving the material.

Guidelines for acceptance of donations

- 2.1. Items donated should:
 - a. be consistent with the University's teaching and research interests and must fall within the Library's Collection Development Policy
 - b. be in good physical condition
 - c. have a recent publication date or content that is considered to be current; the exception is where the item is considered to have an historical or research value
 - d. either constitute unique/valuable material not easily accessible from elsewhere or provide additional copies of existing, used material which will add value to the working collections
- 2.2. The University encourages all academic staff to donate a copy of any academic publication written or edited by them to the University Library.
- 2.3. Materials not generally accepted include: outdated textbooks, newspapers, popular magazines and incomplete journal runs.

Conditions of acceptance

- 3.1. The Library reserves the right to accept or refuse prospective donations; acceptance is at the discretion of the relevant Liaison Librarian.
- 3.2. Except in very exceptional circumstances, it is not possible to accommodate restrictions of any kind from the donor.
- 3.3. Potential donors should be aware that if a donation is accepted by the Library, it will not be possible in most cases to retain it as a discrete collection. With the exception of some valuable or unique donations, material will be dispersed within the existing Library collections, according to classification.

- 3.4. Donations accepted become the exclusive and absolute property of the University and may be disposed of if they cease to be of value to the Library's collections.
- 3.5. The Library can accept no responsibility for valuations or subsequent appraisals of donated material.
- 3.6. The delivery of donated items should be by prior arrangement with the relevant Liaison Librarian. Contact details for the Liaison Librarians may be found at: www.kent.ac.uk/library/templeman/contacts/subject.html

Donations of journal volumes

- 4.1. As the availability of electronic journals and pressure on storage space increase, the Library is unlikely to accept previously unsubscribed runs of journals.

Disposal of unwanted items

- 5.1. The Library reserves the right to dispose of donations not required, by any method.