

University of Kent Library Donations Policy

The Library recognises the generosity of potential donors, and considers gifts of books, journals and other materials in line with the Kent Donations Policy guidelines. We accept donations that address strategic collecting interests, identified gaps in the collection and/or support the research and teaching of the university. Donations that do not meet the required criteria will be declined.

For accepted donations, 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

Items donated should:

- be consistent with the University's current teaching and research interests and must fit within the Library's Collection Management Policy and identified collecting interests.
- constitute unique/valuable material not easily accessible from elsewhere. We will not normally accept material that duplicates our print or digital holdings (unless it is in current high demand).
- have a recent publication date or content that is considered to be current; the exception is where the item is considered to have a historical or research value.
- be in good physical condition.

We welcome donations of academic publications written by or edited by University of Kent staff.

Conditions of acceptance

The Library will consider donations on a case-by-case basis. The Library reserves the right to accept or refuse prospective donations; acceptance is at the discretion of the Library.

The following conditions of acceptance apply in all but exceptional circumstances:

- The Library is unable to accommodate restrictions.
- Donations will normally be dispersed within the existing Library collections, according to the classification scheme.

- Donations accepted become the exclusive and absolute property of the University and future retention decisions will be subject to the relevant policy. Where donations cease to be of value to the Library's collections, they may be offered to another institution or disposed of.
- The Library cannot accept responsibility for valuations or subsequent appraisals of donated material.
- We may be unable to accept substantial donations where funding cannot be identified in advance to pay for delivery to the library and the subsequent cataloguing and processing of the donation.

The delivery of donated items should be agreed by prior arrangement with the Library. We will require a description and list of the material offered. Contact details for the Academic Librarian team may be found at: <https://student.kent.ac.uk/studies/library/librarians>

Where we are unable to accept donations, we are happy to advise on potential alternative locations for the material.

Disposal of unwanted items

The Library reserves the right to dispose of donations not required.

Related policies

University of Kent Special Collections & Archives Collections Management Policy

University of Kent Collection Management Policy

University of Kent KAR Collection Development Policy

Drill Hall Library Collection Development Policy

KMMS Library Policy: Position Statement

Document history

Approved by Education and Student Experience Board on behalf of Senate 27/05/2025

Noted by Research Innovation Board 22/05/2025, Graduate Researcher College Board and Academic Strategy Planning and Performance Board 22/05/2025

Authored by Academic Library Services Team, Library Services

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