

# Library Donations Policy



## Donations from Current and Former Staff Members and Students

The Library of Liverpool Hope University welcomes donations of academic books, and good quality fiction, from current and former members of staff and students. Materials donated to the Library need to be:

- Relevant to the learning and teaching, and research interests of the University OR good quality, inclusive fiction that can positively contribute to the Library's reading for pleasure collections
- In excellent condition with little to no damage
- Current in the case of academic books (e.g., the most recent edition) unless there are special exceptions for accepting an older variant

Please contact the relevant [Academic Services Librarian](#) to discuss your donation. Customer Service Assistants and Library Assistants can only accept donations which have been authorised in advance by the Academic Services Librarian concerned. Larger donations must, in addition, be approved in advance by the Head of Library Services. If the Library subsequently finds donated books are unsuitable (for any reason) the University reserves the right to dispose of donated books.

This may be via:

- Book sales
- Book recycling (Betterworld)
- Book Giveaway schemes offering students books to mitigate their living costs

Income generated from the re-sale of books will be used to support the future accessibility developments of Liverpool Hope University Libraries or donated to the University's charity [Global Hope](#).

Books donated by former members of staff and students will in most circumstances not have commemorative plates placed in them, but in special circumstances this could happen. Internal donations will not normally be kept as a discrete sub-collection, and instead books will be integrated into the main collection arranged by subject.

## **Book Giveaway**

The Library will conduct regular book giveaways to students. Any items donated during the giveaways, up to one week after, at the end of the academic year, or at the specified donation points – will exclusively be offered to students for free. Any items donated outside of these times will be processed through the standard donations policy unless specifically stated otherwise by the donor.

## **Donations from External Donors**

A formal agreement indicating whether the materials are a gift or on loan to the university must be signed by the donor before a collection is accepted. The terms of the agreement can be reviewed by the donor and adjustments made if specific conditions are required, for example, a commemorative plate be put in the books, or that the books be kept together in a discrete and identifiable location, subject to the approval of the Head of Library Services. The general policy of the Library is that donated books will be integrated into the main collection sequence unless there are special circumstances dictating otherwise. If this is not acceptable to the donor, the Director of Student Learning will need to decide if the quality or unique nature of the proposed donation overrides the integrity of the Library classification sequence and the possible inconvenience to users. All large donations must be approved in advance by the Director of Student Learning. In view of the significant staff resources to process donations, and finite space in the Library, acceptance of donations will be subject to certain conditions. The offer must be:

- Relevant to the teaching and research interests of the University
- Of books in excellent condition
- Of current books (e.g. the most recent edition of a textbook) unless there are special reasons for accepting an older edition
- Accompanied by an inventory – or photo inventory – showing the books offered
- Concerning books located within 50 miles of Liverpool (if being collected by Hope) unless there are special grounds for accepting books from a more distant location
- Of books which will be boxed or crated for ease of collection if being collected by Hope's transport (collection by agreement only)
- Of a collection capable of being added to stock within a reasonable timeframe, having regard to limited space and staff resources.

## Donations to Special Collections and Archives

Donations form an important role in the acquisition of archives and special collections and can range in scale from a few books donated by one person to entire libraries or collections by organisations or societies. Consideration will be given to the collecting policies of other institutions acquiring the same or related subject areas and consultations will take place where conflicts of interest may arise to avoid unnecessary duplication and the waste of resources. Other practical issues must also be considered. Donations will not be accepted if:

- there are signs of mould and/or pest infestations
- they are of a particularly specialist nature, requiring skills or equipment beyond our available resources to preserve, exploit or interpret, for example, video or audio cassettes, obsolete formats requiring specific hardware to access
- they comprise wholly or largely of photocopies or facsimiles of original material except in exceptional circumstances, for example, if the original has been destroyed and no other version exists. This is to ensure compliance with UK Copyright Law
- they are PhD theses without a signed consent form from the author
- if suitable space is not available.

Small donations will be assessed by the Head of Library Services, the Special Collections Librarian and the appropriate Academic Services Librarian. Academic staff with appropriate subject knowledge may also be consulted. Large scale donations would be referred by the Director of Library Services to University Senior Managers and, normally, a visit would be arranged by library staff to assess the collection together with appropriate academic staff with subject expertise. A recommendation would then be made to the University Executive Board as to the value of the collection and its relevance to Hope's research interests.

### How to donate

Please tell us about the material you wish to donate, including as much information as possible, and email to [specialcollections@hope.ac.uk](mailto:specialcollections@hope.ac.uk), using the word 'Donation' in the subject line. We aim to acknowledge receipt of your offer within 48 hours during normal working hours; however, please note that this does not imply acceptance or approval.