

Donations

Donations from External Donors

If a donation is offered with specific conditions, for example, that a commemorative plate be put in the books, or that the books be kept together in a discrete and identifiable location, a written agreement between the University and the donor may be required.

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 Library Director 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 Library Director.

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

- Special rules apply to offers of donations to the Library's Archives and Special Collections resource. Potential donors should contact Karen Backhouse, the [Special Collections Librarian](#).