



A guide to donating 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.

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 subject to the approval of the Head of Library Services and the Legal Services, Governance and Risk Senior Officer.

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, 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.