



TRINITY COLLEGE
UNIVERSITY of OXFORD

TRINITY COLLEGE LIBRARY DONATIONS POLICY

Background

Since its foundation, Trinity has benefitted from a long tradition of book donations for its library. We are deeply grateful to the donors of these items and continue to consider offers of both individual books and collections. The accepted items contribute to the teaching, learning and research aims of the college. For this reason, before accepting any donations, we need to ensure they are suitable for the existing library collections and that we have the resources to take good care of them.

Making a donation offer

In the first instance, please contact the College Librarian (emma.sillett@trinity.ox.ac.uk), giving details of the item(s) on offer, a description of their physical condition, and a statement making it clear that you are the owner and legally entitled, therefore, to give the item(s) away. In some instances—for example, the collection is particularly large—it may be necessary for the College Librarian to assess the item(s) in person.

Conditions of Acceptance:

While the offer of all donations is appreciated, the library has only limited space and resources for the upkeep of its collections and we may not be in position to accept everything. Therefore, offers will be considered according to how well the potential donation may fit with the existing library collections and the relevance to current readers.

Additional factors such as processing, cataloguing and conservation costs, and long-term storage implications, will all be considered as part of any donation. Sadly, it may be on this basis that we must decline an offer.

Any items donated to the library become the property of Trinity College. Donations are integrated into existing collections, and are subject to the same conditions of use, including retention, location, use and disposal. Any donor who is concerned by this and wishes to discuss separate conditions should approach the College Librarian in the first instance to discuss any possible exceptions.

The College is grateful to any donor who is considering the possibility of making a donation to the library and we would like to draw your attention to the following. The library:

- Can only consider accepting materials without restriction on subsequent storage, timescale for processing or disposal
- Reserves the right to deal with donated collections as it sees appropriate once it has been accepted
- Would not usually accept items in poor condition
- May not be able to accept large donations where funding cannot be identified for delivery costs or cataloguing the collection

Broad Street Oxford OX1 3BH

Telephone: 01865 279 900

Trinity College is a registered charity, number 1143755



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- Would not usually accept duplicates of items already in the collection, unless the item is of particular significance to the College. If a duplicate is discovered after a collection has been accepted, only the item in best condition or with a clear college connection may be retained
- Would not usually accept back runs of periodicals unless particularly rare or relevant
- Reserves the right to dispose of material either at point of arrival, or subsequently
- Cannot guarantee to keep donated items together as a collection

Types of material:

Books written by or about members of the college may be considered for either subject collections or the alumni collection. These books would be subject to the same standard deaccessioning policies as the rest of the books in these collections. This includes offering deaccessioned books to the Bodleian Libraries if they are not held elsewhere in Oxford.

Accepted donations of modern (post-1850) academic books would be added to the main lending sequence for student use. These books would be subject to the same standard deaccessioning policies as the rest of the books in these collections.

Donations of antiquarian books will be assessed by the College Librarian with the advice of advice of other rare books experts as appropriate. The library does not, in ordinary circumstances, deaccession items from special collections, but we cannot guarantee that any item will be held in perpetuity.

Acknowledgement:

Every donation is deeply appreciated and once accepted, will be recorded in the volume itself or its container (if appropriate for the material) in the form of an inscription or bookplate. The gift can also be noted on the digital catalogue record.

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