



# TRINITY COLLEGE

UNIVERSITY of OXFORD

## TRINITY COLLEGE LIBRARY DONATIONS POLICY

### Background

Since its foundation, Trinity College has benefitted from a long tradition of book donations and support for its library. The library continues to consider offers of both individual books and collections. The accepted items contribute to the teaching, learning and research aims of the college.

### Making a donation offer

In the first instance, a list of books should be sent to the College Librarian ([emma.sillett@trinity.ox.ac.uk](mailto:emma.sillett@trinity.ox.ac.uk)). Please give details of the item(s) on offer, a description of their physical condition, and a statement making it clear that you own the items and are legally entitled to give them away. If the collection is particularly large, it may be necessary for the College Librarian to assess this in person.

### Conditions of Acceptance:

All offers are assessed 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. It may be on this basis that the library 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 requiring separate conditions should approach the College Librarian in the first instance to discuss any possible exceptions.

Potential donors should be aware that 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
- 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



# TRINITY COLLEGE

UNIVERSITY of OXFORD

## 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 weeding policies as the rest of the books in these collections.

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 weeding 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 the Fellow Librarian and Honorary Librarian of the Old Library. 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:

Any donation accepted would have the gift recorded in the volume itself or its container (if appropriate for the material) in the form of an inscription or bookplate, and the gift would also be noted on the digital catalogue record.

*Last updated: December 2022*