

Library Services Policy on Gifts and Donations

Division: Library Services
Directorate: Students & Education
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1. Purpose and scope of policy

The purpose of this policy is to communicate to members of the institution, potential donors and the wider scholarly community the policy of the libraries and archives of King's College London with regard to gifts and donations of books, journals, other published material, archives and manuscripts.

2. Introduction

The libraries and archives of King's College London have, since their foundation, been fortunate to receive a large number of significant and generous gifts of printed, manuscript and other material. Such gifts are immensely valuable in enabling us to support the teaching and research mission of the university and in enhancing the international research value of our collections. We therefore wish to encourage gifts of such material, provided that they fall within the scope of the Collection Development and Management Policy.

3. Policy Statement

3.1 Unless explicitly stated otherwise, all gifts of material become the property of King's College London. In some circumstances, however, it may be deemed appropriate for a collection to be placed on deposit with the university and in such cases a deposit agreement will be drawn up between the College and the depositor.

3.2 In general, we prefer to receive gifts and donations on the understanding that we may select which material to accept prior to the gift being accepted as a whole, so as to ensure that all material added to our holdings falls within the scope of the Collection Development and Management Policy and to avoid unnecessary transport and disposal.

We cannot undertake to accept gifts of material which we have not reviewed or for which we have not received prior documentation. In deciding whether or not to accept a potential gift, Library Services staff will be guided by academic priorities and fit to existing collections.

3.3 Adding a large gift of material to our collections involves the following activities, all of which need to be adequately resourced:

- viewing
- checking contents against existing holdings
- transporting
- initial shelving
- storage
- cataloguing
- processing
- shelving again, once catalogued
- binding and conservation

Relevant Academic Faculties may be asked to release additional funding and / or help fundraising to support such acquisitions.

- 3.4 It is not part of Library Services policy to accept gifts made primarily for immediate sale. This does not, however, preclude our right to sell material later found to be surplus to requirements (see point 3.6).
- 3.5 In general the following categories of material do not fall within the scope of our Collection Development and Management Policy and therefore are not accepted as gifts:
- obsolete textbooks
 - popular fiction
 - material in obsolete or inaccessible formats although digital archival material will be considered
 - artefacts and artworks which are unrelated to King's College London

Where appropriate, potential donors will be referred to a more suitable recipient.

- 3.6. Library Services reserves the right to dispose, at any time, of gifted material that is in poor physical condition, that duplicates existing stock, that falls outside the scope of the Collection Development and Management Policy or that is otherwise superfluous to requirements.
- 3.7. Material deemed surplus to requirements may be disposed of by gift to or exchange of stock with another library, by sale (the proceeds of such sales to support the development of teaching and research collections) or, if necessary, by waste disposal.
- 3.8. Gifted material added to stock will normally be classified by subject and will be interfiled on the shelves with other material on the same subject. Volumes from a single gift will therefore not necessarily be shelved together or at the same site.
- 3.9. If the donor wishes, a commemorative bookplate will be inserted in all volumes from his or her gift that are added to stock. If appropriate, a note of the gift may also be included in the online catalogue record for each item, so that a list of the contents of the original donation can be created, regardless of the physical location of the material in question.