

### 4.3.3 Donation Policy

Though historically we have welcomed them, Gladstone's Library is currently closed to all donations. We remain grateful to all those who have donated material and those who are considering the Library as a possible recipient of a donation. Much of our collection has come about in the form of donations, and they form an important element of the research produced here by scholars.

We know that donations are made in the hope and expectation that the donated material will be kept in perpetuity. Recent space constraints mean that the responsible path is to remain closed to donations, meaning that potential donors can find the right institution for their gift.

Unsolicited donations are disposed of via the methods set out in the De-Accessioning and Disposal Policy (4.3.2) and in the wider Collection Development Policy (4.3).

We may be able consider offers of individual items that pertain to William Ewart Gladstone. We always welcome information regarding any book that may have been erroneously taken from our collection in the past. The following information may be of use under those circumstances.

Gladstone's Library cannot pay for donations.

#### *Offers*

Offers should be made to the Director of Collections and Research. Offers of more than one item are more likely to be accepted if they are listed in full (author, title, publisher, date of publication). Potential donors are advised to check the library catalogue before making an offer, as duplicate items will be sent for disposal. Donors are strongly advised not to send material or bring it to the Library unless an agreement of deposit has been made. Items donated by being left in Reception are disposed of.

#### *Conditions of acceptance*

Potential donors should be aware that:

- Donations are accepted on the understanding that they are an outright gift from the donor and that the library has the right to dispose of any unwanted items such as duplicates;
- Donors are asked to complete a provenance record form, as well as transfer of item and rights clearance forms;
- Material that is not suited to the library collections, because of age, format, topic, physical condition or other factors, will usually be offered for sale to charitable resellers or given to another institution;
- We will be unable to accept a donation if the donor specifies special conditions, including retrieval from a donor's home or special shelving requirements;
- We normally cannot accept any donation (above single items) where funding is not secured to pay for delivery to Gladstone's Library and the subsequent housing, processing, and cataloguing;

We cannot accept:

- Runs of journals or periodicals;

- Items that are in poor condition or have been housed in a damp or non-smoke-free environment;
- Items that require conservation;
- Items that need to be stored together;
- Items that need to stay together as a discrete collection.

If the donation being considered is an archive:

- Gladstone’s Library will consider hosting archive collections if the subject matter is relevant to our core subjects: literature, politics, theology or history are all relevant areas. Subjects outside of the core will not usually be considered;
- Hosting will be offered for either a five-year term or on a permanent basis. If a donation is made permanently, donors are asked to transfer all ownership and rights to Gladstone’s Library;
- If hosted for a five-year term, the Library reserves the right to return the collection at any point. Likewise, the owners are entitled to remove the archive at any point. All costs shall be borne by the donors;
- A charge to cover costs will be made for activities such as cataloguing, archive boxes, or other materials required for safe archive storage and preservation;
- Responsibility for moving the archive lies with the original owners, and Gladstone’s Library accepts no responsibility for any damage or alteration to the condition of the archive.

### *Processing and Cataloguing*

Individual items will be processed as part of our regular cataloguing and processing procedures. Larger donations can take up to a decade to be processed and may have to be stored for several years before cataloguers and processors are available.

We cannot offer bookplates.

#### **Document Control (delete before making documents public)**

**Created:** 2020

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**Owner:** Gladstone’s Library

**Approved by (policy documents only):** Peter Francis

**Last updated:**

**Updated by:**

#### **Revision Policy**

Version:	Version Date:	Summary of Changes:
v. 1	2020	Created from existing documents.