

# Collection Development Policy Series

## Drill Hall Library policy for managing offers of donation to the Library's Collections

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### Document history:

Version	Date	Author	Change Details
0.1	29/01/16	Amelia Hook	Initial draft
0.2	18/03/16	Amelia Hook	Minor edits to s.4
0.3	24/3/16	Dave Puplett	Title change, insertion of s.3
0.4	13/04/16	Amelia Hook	More detail to s.1, s.2, minor edits to s.4, insertion of s.8
0.5	11/05/16	Amelia Hook	Minor edits to s.3, s.4 deletion of s.7
0.6	03/05/17	Amelia Hook, Lesley Gould	Incorporating comments from LG (s.3,4,5)

This document will give you the information on how to manage offers of donations to the Drill Hall Library.

Any changes to this document must be logged in the version control section above and saved at a new version and old versions archived.

# Collection Development Policy – Managing offers of Donations May 2017

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## 1. Introduction

The Library is frequently offered materials and resources by library users, other libraries within the partnership and external parties. These offers can range in scale from individual copies of used course books to an entire personal collection of texts in a subject area.

Increasingly, students expect their institution's library to provide innovative technologies and solutions to enhance learning and teaching, thus moving away from the traditional function of a library as a place where materials are stored for posterity. Bearing this shift in mind, careful consideration must be given to the quality and quantity of materials donated to the Library before they are added to the catalogue and the shelves.

## 2. Strategic foundation

The management of the Library's collections is driven by principles outlined in the **Drill Hall Library Strategy 2015-17**, which has been developed in consultation with the partner Universities. According to this strategy, the Library and its staff will:

- “seek quality and strive to add value to the experience of those using our services” and;

- “embrace diversity and see strength in the range of people, skills and backgrounds who we support and work with”.

Relevant donated materials can enhance the student experience by increasing the availability of resources for learning and teaching. They can also enhance the research profile of a library and university by increasing the breadth of its collection.

However, space, time and cost constraints associated with processing and storing materials prevent the Drill Hall Library from accepting donations indiscriminately, as does our commitment to providing high quality, up-to-date resources at the cutting edge of defined research areas. As such the Library follows a rigorously defined set of criteria to identify which offers of donations are suitable for our collections.

### 3. Donation guidelines – General

- All offers of donations will be considered by an Academic Support Librarian providing that enough information is supplied to aid an assessment. At minimum this includes:
  - A bibliographic list of titles including author, year and edition information (title, volume, issue information for journals);
  - Details of any ownership conditions, including whether the collection can be split;
  - Details of the physical condition of the items.
- The suitability of a donation will be considered against the criteria outlined in the development policies for the Library’s Main and Lifestyle collections.
- The final decision to accept or decline a large donation lies with the Drill Hall Library Manager.
- The Library team can advise on alternative libraries or direct donors to appropriate disposal companies, but due to inherent costs cannot act as a broker in these circumstances.

Small donations (such as unclaimed lost property, individual students or academics donating less than five items related to courses taught on campus) can be accepted and then reviewed. On this small scale, any items that are not suitable will be disposed of at the Library’s discretion.

### 4. Donation guidelines – Books

#### a. Relevance

The Drill Hall will only accept books that are assessed by Library staff to be relevant to the current teaching and research interests of staff and students at the Medway campus. In addition, the constantly evolving nature of some subject areas (Business, Science, Law), means that only recently published materials can be accepted. Any inappropriate materials will be disposed of in line with the Library’s **Withdrawal of Materials policy (May 2017)**.

#### b. Date of publication

The Library will only accept books that have been published or re-issued in the last 10 years **unless** the text is clearly canonical in its subject area and will be useful to students or researchers based at Medway (suitability check to be performed by Academic Support Librarian).

#### c. Old editions

The Library will only accept the newest edition of the title. We will check the library catalogue, our resource supplier or other external parties to confirm this and consider ordering the newest edition using budget funds if appropriate.

**d. Multiple copies**

Where copies of a donated title are already held by the Library, we will only accept items if current copies reflect a high loan or reservation count. It would also be appropriate to accept a donated book if:

- there are no copies on site (thereby reducing inter-library loan requests);
- there is a missing or withdrawn copy that could be replaced.

**e. Condition**

The Library will only accept books that are in a good, useable condition. Any materials that show signs of damp, have missing pages or covers, or have been heavily highlighted and written in will not be accepted or will be disposed of.

**f. Special collections**

The Drill Hall Library has no facilities to maintain a Special Collection that requires specialist handling and care. Such offers will result in re-direction to other libraries amongst the partners or the local library network.

**g. Language**

The Library will only usually accept books that are written in the English language.

## 5. Donation guidelines – Journals

**a. Relevance**

The Drill Hall will only accept journal titles that are assessed by Library staff to be relevant to the current teaching and research interests of staff and students at the Medway campus. In addition, the constantly evolving nature of some subject areas (Business, Science, Law), means that only recently published materials can be accepted. Any inappropriate materials will be disposed of in line with the Library's [Withdrawal of Materials policy \(May 2017\)](#).

**b. Online holdings**

The Library will only accept journals that are not available online, either through an existing subscription with one of the partner universities, or a potential subscription with an e-journal host publisher. In the latter case, the Academic Support Librarian will judge the relevance of the title and advise the Centre, Department, Faculty or School if it is worth purchasing.

**c. Duplicates**

The Library will only accept print copies of titles/volumes/issues of journals where it has no existing copies.

**d. Dated volumes/issues**

Where journals are not available electronically but there are extensive and guaranteed on secure access print holdings available from the British Library, the

Drill Hall will only accept current volumes and issues to be held on the shelf (up to five years of back dating, to be reviewed annually).

**e. Small runs**

Where journals are not available electronically or guaranteed on secure access from the British Library, the Drill Hall will only accept donations with more than 5 consecutive years' worth of volumes. This supersedes the 'current volumes and issues' criteria outlined above.

**f. Closed runs**

The Library will not accept closed runs of journals regardless of whether they are available online or at the British Library **unless** the donated volumes fall within the previous five years of back dating (to be reviewed annually and removed from stock when out of date).

**g. Language**

The Library will only usually accept journals that are written in the English language.

## **6. Sustainability**

Where an Academic Support Librarian and Drill Hall Library Manager are agreed that an offer is not suitable, sustainable solutions to repurpose the collection will be advised. This may include alerting potentially interested academic staff; however, the Library will not make arrangements on behalf of either party.

Small donations that are not appropriate for the Library's collections will be included with our withdrawn items selected for disposal. Refer to section 6 of the **Withdrawal of Materials (May 2017)** policy for further details.

## **7. Associated documents**

Other documents in this series include:

- **Drill Hall Library Strategy 2015-17**
- **Withdrawal of Materials (May 2017)**