

# Pembroke College Library

## Donations Policy

The Library is grateful to those who have made donations and who offer unsolicited material to the Library. Many of these items would not otherwise be obtained by the Library and their acquisition improves the usefulness of the Collection. Financial donations to support the purchase, storage, cataloguing, conservation, or digitization of the collections are also warmly welcomed; to discuss potential financial donations, please contact the Development Office.

This donations policy only applies to teaching collection items. For donations of archival material or special collections material, please consult the relevant collections policy.

### 1. Donations

Donations are considered on their individual merit. We are glad to accept donations of books that will add significantly to our holdings in Tripos subjects currently taught by the College, subject to limitations of space. The advice of Fellows of the College is normally sought on the usefulness of potential acquisitions within their respective fields of expertise.

It is very helpful if a donor can provide a list of the material being offered so that it may be checked against the Library catalogue before acceptance. Potential donors are advised not to bring materials into the Library unless acceptance has been agreed.

The Library cannot provide value estimates for any materials nor suggest materials for donation. Likewise, the limits of staff time mean that the Library cannot make suggestions of other libraries that may wish to receive donations.

### 2. Conditions of Acceptance

The constraints of space and staff time required to record and process donations mean that the Library must be selective in what can be accepted. Potential donors should be aware that the Library:

- can only consider material for inclusion if it falls within the scope of the Library's Collection Management Policy or Special Collections Management Policy;
- does not accept deposited items or collections;
- can only consider material without restrictions on subsequent location, timescale for processing, or disposal;

- does not accept material in poor physical condition;
- may be unable to accept substantial donations where funding cannot be identified in advance to pay for cataloguing, processing, and/or storage;
- does not normally accept duplicate items; duplicates discovered after acceptance of collections may be compared with copies already in stock, and only the item in best condition retained;
- does not normally accept donations of periodicals;
- does not accept donations of photocopies, offprints, or ephemera (though such material may be appropriate for donation to the Archives);
- cannot guarantee to house donated items together;
- unless the donor declines, a bookplate will be inserted in all printed volumes that are added to the Collection and an entry made in the annual Gazette;
- a note of the gift will also be included in the online catalogue record for each printed item to enable a list of the contents of the original donation to be created, regardless of the physical location of the material in question.

### 3. Books Written by Alumni

We are glad to accept donations of books written by alumni. Because of limitations on space in the Library, such books that do not relate directly to the undergraduate curriculum may be located elsewhere in the College and hence may not be readily accessible. It should be noted that such items are accepted on the terms outlined in section 2 above.

### 4. Legacies and Bequests

The Library has historically been very fortunate to receive bequests of books, many of which now form the core of our Special Collections. However, the constraints of space, funding, and staff time mean that we may be unable to accept large quantities of books, especially where they duplicate our existing holdings.

We therefore ask that anyone considering leaving books to the Library contact the Librarian to discuss the collection.

Legacies and bequests will be subject to the same conditions of acceptance as other donations.

5. Review of Policy

The next review of this policy is expected to be the Michaelmas Term Library Committee Meeting in 2023.

*Written 05/11/18*

*Updated 09/11/22*