

Keble Library Donations Policy

1. Keble Library welcomes donations of books by or about members of the College, about people associated with Keble, or about the College itself.
2. Other proposed donations will be welcomed where they enhance the Library's established special collections, the research interests of Fellows, or the existing circulating collection, which primarily supports degree programmes currently offered by the College.
3. As far as possible, the details of each title offered will be provided before any agreement is made so an assessment and selection can be made. The Library will not usually be able to ingest whole collections unless each component title is of use, or the collection has provenance that gives it research value as a whole.
4. Decisions will be made using the same criteria as for other acquisitions, including:
 - a. whether there is shelf-space available.
 - b. whether the item(s) are on reading lists for courses currently offered by the College, are likely to be of use and interest to current Members of the College, or, for special collections, are of potential research interest.
 - c. Whether the library staff have capacity to accept and process the donation and whether it would involve significant ongoing work to maintain, catalogue, or make it accessible.
5. Donations offered in poor physical condition will not normally be accepted.
6. Donations are normally accepted only if they are made without conditions as to their binding, cataloguing, shelving, or retention. In exceptional cases the Librarian has discretion to accept gifts with conditions attached, recorded in a formal agreement.
7. Items or collections will not usually be accepted on loan or temporary deposit.
8. Proposed donations may be presented to Academic Committee if they are of significant items or collections, or are complex, for example, if acceptance may be desirable but require expenditure on conservation, storage space, additional staff, etc.
9. Once accepted, donations will be acknowledged by the Librarian. If the donor consents, their name will be added to the list of Donors to the Library in that year's Record, in the catalogue record for each item, and on a bookplate inside each volume.