

## **Art, Archaeology and Ancient World Library Donation Policy**

### **Information for donors**

The Art, Archaeology and Ancient World (ART) Library donation policy falls under the general Bodleian Libraries donation policy (annex to the Bodleian Collection Policy Statement - [https://www.bodleian.ox.ac.uk/sites/default/files/bodreader/documents/media/collection\\_management\\_policies\\_combined.pdf](https://www.bodleian.ox.ac.uk/sites/default/files/bodreader/documents/media/collection_management_policies_combined.pdf))

The following guidelines will be applied in considering offers to donate material to the ART Library and are specific to the circumstances and collections of this library.

1. All donations must be approved by the Librarian-in-charge, or by the relevant subject librarian. Donations which are not approved will not normally be accepted, and we reserve the right to dispose of any unwanted donations as we see fit (see point 5, below).

2. Donations are likely to be accepted if they contain **unique** items which fall within the library's acquisition policies in the following categories:

- Research material that covers the subject areas collected by the library – Classics, Classical Archaeology, European and World Archaeology, Numismatics, Egyptology, Ancient Near East Studies, Art History, Western and Eastern Art and Architecture;
- Substitutes for items which are missing or damaged in the collection;
- Material that is rare, associated with prominent individuals who are important to our subject areas, or otherwise of scholarly value to our areas of interest.

3. We will not normally accept as donations items which duplicate existing stock in the ART Library, except in the following cases:

- If the existing copy is in poor condition or particularly rare, expensive, or difficult to replace;
- extra copies of material that is heavily circulated and in high demand;

4. We will not normally accept:

- unpublished theses, manuscripts or other unpublished material, unless considered part of the Archive collection;
- offprints and other ephemera;
- material which infringes or, if accepted, would infringe the Copyright, Designs and Patents Act 1988 or similar legislation.

5. Unsolicited donations that have arrived at the library may not be retained in full or at all if they duplicate existing holdings, are outside the scope of the ART libraries' existing collections, and/or would impose unacceptable processing, storage or conservation costs when set against the material's likely contribution to the library's collections.

If donations are offered and refused by the subject librarian or librarian-in-charge, the donor will be encouraged to offer material to a more appropriate library if one can be identified. If material has been left without approval by the subject librarians or librarian-in-charge, the library may exercise discretion over the retention or disposal of the material. We may also request that larger donations that have been pre-approved by subject librarians be sent directly to Osney.

6. All accepted donations are subject to the proviso that we make no undertakings as regards location, access, retention or lending status of the material.

7. We may wish to seek a contribution to the cost of processing donated material.

8. The ART library reserves the right to decline offers of material, and to dispose of material as we see fit once material has been donated. The acceptance of a donation does not imply a commitment to preserve or maintain the donation for any period, and the material may be moved or deaccessioned according to the requirements of the library.

9. Unless the donor specifies that they prefer to remain anonymous, donor names will be recorded according to standard cataloguing conventions.