

## Prospective donations

### Guidance for donating items to Library Services lending and reference collections

This policy explains how Queen Mary University of London Library Services manage donation offers, and is for anyone considering offering material to add to the collections of books, journals and audio-visual materials that are made available on the open shelves for borrowing and reference use. It includes contact details for relevant staff.

Prospective donations to Archives and Special Collections do not fall under this policy. Please see the [“Archives and Special Collections information for donors”](#) webpage for details.

Queen Mary Library Services recognize that donations can enrich its collection and make an important contribution to the teaching, learning and research activities of the institution and to the curation of the nation’s intellectual heritage. However, we also need to ensure that our space, staff time and budget is used as efficiently as possible so are, unfortunately, unable to accept all materials offered to us.

Donations which are likely to be accepted are ones which support the teaching and research of the institution or are considered a “special collection” whose subject matter is in line with the history of the institution. We are also proactively building the following areas of existing collections strength for which donated materials would be particularly welcome-

- Anglo-German Cultural Relations
- Swiss Literature
- Performing and Live Art
- Electronic Music
- Catalan and Hispanic Studies
- Lusophone Studies

In addition to the above, and in line with Queen Mary’s history and [mission statement](#) to be “the most inclusive university of its kind anywhere”, we welcome donations of materials which help our collection to reflect a plurality of viewpoints and represent diverse disciplinary, social and cultural backgrounds.

Potential donors should note the following:

- All donations become the absolute and exclusive property of Library Services.
- We reserve the right to dispose of printed material that is in poor physical condition, duplicates existing stock or is otherwise superfluous to requirements.
- There is no guarantee that the material will be held in perpetuity as it is possible that other factors may affect decisions made now, e.g. change of collection priorities.
- We cannot undertake large scale checking of lists of potential donations.
- Library Services reserve the right to decide how to dispose of unwanted material, which may include by sale or gift, by donation to another institution, or disposal in an environmentally responsible manner.

- Donations accepted by Library Services will not normally be retained as a discrete collection but will be added to the most appropriate library or subject collection in order to best facilitate access for library users. Library Services staff will add donated material to its online catalogue as resources permit.
- We are normally unable to tell donors about the progress of their donations, or respond to requests to speed up the processing or cataloguing of individual donations.
- We may be unable to accept substantial donations where funding cannot be identified in advance to pay for delivery to the library and subsequent cataloguing and processing.

Where we are unable to accept donations, we are happy to advise on potential alternative homes for the material.

**Interest in donating**

If you are interested in donating material to Queen Mary Library Services, please send an email to [library-acquisitions@qmul.ac.uk](mailto:library-acquisitions@qmul.ac.uk) in the first instance. It is useful to provide a description and list of the material offered.

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