Book Donations Policy: University of Manchester Library

The Library has historically benefited from donations of individual items and collections and continues to welcome offers of further gifts and donations which directly support teaching and research activities at the University, and are in line with collection development profiles.

Space constraints and the amount of staffing resource required to process donations means that the Library must be very selective in what can be accepted and added to stock. Using a formula developed by researchers\(^1\) at the British Library, the hidden costs\(^2\) for the University of Manchester Library of accepting donations translate as £23.02 per book, based on a 10 year provision.

The Library will consider donated material with the same criteria as it would apply to purchased material, including the following factors:

- **Academic value** – does the collection have academic value to teaching and research in the University or have intrinsic value? Out-of-date textbooks or material in obsolete or inaccessible formats cannot be accepted.
- **Collection care** – is the material of a suitable physical standard to be added to the Library’s collections?
- **Cataloguing** – is there the resource to catalogue the material and what level of priority should be given to it? As a general rule, non-special material will be catalogued to Store.
- **Stock management** – is there appropriate space to store the material? Back runs of periodicals which duplicate electronic holdings will not normally be accepted. No duplicate monographs will be accepted unless for the High Demand collection.

Gifts are accepted on the condition that any duplicates or unwanted material may be sold or otherwise disposed of ethically, according to Library policy.

**Thinking of donating books to the Library?**

If you are thinking of offering material to the Library please contact the Donations Assessment Team on uml.donations@manchester.ac.uk in the first instance. It is very helpful if you can provide a list of items. Please note that we cannot pay for transport of material and we do not usually insert bookplates.

If you have older books which you think may be of particular interest to the Library you may wish to contact our Special Collections on uml.special-collections@manchester.ac.uk who may apply their own criteria. There is also helpful advice about older material to be found on our web pages and elsewhere online.

We can offer useful information about alternative recipients of material which is not suitable for this Library. A financial donation in support of the Library would always be very welcome.

*Version dated October 2013*

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2. Formula applied in 2010