

SOAS Library Donation Policy

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<i>Note: All policies must be read in conjunction with all other SOAS policy, procedure and guidance documents. Printed copies of policies may not be the most up to date, therefore please refer to the policy pages on the SOAS external website or intranet for the latest version.</i>			

1. Introduction / Purpose

SOAS Library welcomes donations of published material following the guidance below. For donations of archives and manuscripts, please contact [Special Collections](#) if you would like to discuss an offer.

1. The Library welcomes donations on Africa, Asia and the Middle East and other relevant subject material.
2. Potential donors should contact the [Library Enquiry Desk](#). Donors should provide as much detail as possible in describing the material they wish to offer. SOAS Library can accept donations only by prior arrangement.
3. Please can the proposed donated material be described, ideally in a spreadsheet listing author(s), title, year of publication when contacting the library to propose a donation.
4. If the library accepts a donation, donors will be required to complete and sign the Library Donation Form and include it with the donation.
5. In considering donations the Library will take into account its Collection Development Policy, online availability and the availability of the material in other London locations.
6. In considering donations the Library will also take into account the space (shelf) requirements demanded by the donation and future maintenance requirements.
7. The Library will not accept donations of material which it already holds, except:
 - to replace existing copies
 - to support current high demand, i.e. for teaching
8. Donors should be aware that the Library reserves the right to dispose of donations as it sees fit, by sale, gift or by discarding it at some future point.

9. The Library cannot accept material with caveats or restrictive conditions.
10. Donated material will become the sole property of the Library.
11. Donated material placed in the Library will be available to all Library users.
12. The Library houses rare and/or valuable items in purpose-built accommodation compliant with BS 4971:2017 and EN 16893:2018.
13. Donors should inform the Library if they require an acknowledgement for their donation.
14. Bequests will be treated as gifts unless prior arrangements have been made.
15. By vesting material in the Library the donor will be deemed to have accepted the conditions of the Donations Policy.
16. SOAS Library can accept donations only by prior agreement.
17. Further parameters apply to donations of archival and special collections. If you wish to donate archives or manuscripts contact special.collections@soas.ac.uk.

Find out more about SOAS Special Collections here: [Special Collections](#).