

LIBRARY DONATION FORM

Name and Surname of Donor.....

Email address of Donor

Address of Donor (if no email available)

.....

.....

is donating to SOAS Library the item(s) accompanying this donation form AND authorises the Library to dispose of these items as it sees fit, in line with its Donation Policy available online at:

<http://www.soas.ac.uk/library/about/collectiondevpolicy/donations/>

*By vesting material in the Library the donor will be deemed to have accepted the conditions of the Donations Policy.
The library cannot accept archives or manuscripts without prior discussion.*

Date

Signature of Donor

SOAS University of London Library
Thornhaugh Street, Russell Square
London WC1H 0XG
<http://www.soas.ac.uk/library/>
libenquiry@soas.ac.uk

For SOAS Library Staff use only:

Initial of Staff receiving the donation:

Donor declined to fill/sign the form ☐

Donor expressed a condition to their donation (circle your answer) : Yes / No

- If yes, please

specify.....

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Library Donations Policy for Published Material

June 2019

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 (libenquiry@soas.ac.uk). Donors should provide as much detail as possible in describing the material they wish to offer
3. Donors should complete and sign the Library Donation Form and include it with the donation
4. In considering donations the Library will take into account its Collections' Development Policy, online availability and the availability of the material in other London locations
5. In considering donations the Library will also take into account the space requirements demanded by the donation and future maintenance requirements
6. 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
7. Donors should be aware that the Library reserves the right to dispose of donations as it sees fit, by sale, gift or discarding it at some future point
8. The Library cannot accept material with caveats or restrictive conditions
9. Donated material will become the sole property of the Library
10. Donated material placed in the Library will be available to all Library users
11. The Library houses rare and/or valuable items in purpose built accommodation compliant with PD 54:54:2012
12. Donors should inform the Library if they require an acknowledgement for their donation
13. Valuable donations will be acknowledged by letter signed by the Director of Library and Learning Services
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. Whilst SOAS Library welcomes donations of archives and manuscripts we can only accept such material by prior arrangement. If you wish to donate archives or manuscript to SOAS Library please contact the Archives and Special Collections Department (special.collections@soas.ac.uk) to discuss your offer