

## DONATIONS

### *Agreement for the donation of material*

**I would like to donate to the University of Wales Trinity Saint David:**

*(please provide a description and attach a separate list if necessary)*

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**Name of donor:** \_\_\_\_\_

If you are donating on behalf of someone else, please give their name:

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**Contact details** *(email address or postal address):*

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*Please delete as appropriate:*

I would like/would not like **an entry in the library catalogue**, giving my name/the name above as the donor \_\_\_\_\_

I would like/would not like a **book plate** in the front of the book, giving my name/the name above as the donor \_\_\_\_\_

I agree to the conditions given overleaf and confirm that the material is mine to give.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Accepted on behalf of the University

Signed \_\_\_\_\_ Date \_\_\_\_\_

The Library of the University of Trinity Saint David is grateful for all offers of donations, but because of pressure on accommodation and processing time it is necessary to make the following stipulations:

1. Donations should be relevant to the teaching and research requirements of the University or should complement existing special collections.
2. Items should be in a reasonable condition for use by readers. An exception would be made for particularly rare or valuable items.
3. Items donated to the Library become the property of the University and may be disposed of, offered for sale, or donated to charitable organizations as the Library sees fit.
4. The Library cannot accept responsibility for subsequent valuations of donations.
5. The Library reserves the right to locate material at the site and in the collection which it considers most appropriate. It will not normally be possible to keep donated items together as a discrete collection.
6. Large donations should be discussed in advance with the Acquisitions and Subscriptions Librarian and a list of the collection supplied for consultation prior to donation.
7. Donors who wish to apply special conditions to their donations must agree these in advance with the Acquisitions and Subscriptions Librarian.
8. Duplicates of existing stock are only accepted where additional copies are considered useful.
9. The Library must be allowed to set its own priorities on the processing of material and cannot guarantee to process donations outside of these priorities.
10. The Library would like to acknowledge donations with a bookplate inside the book and a note in the catalogue, if this is agreeable to the donor. Donors should confirm in advance if they do not wish to be acknowledged in this way.

Please note that donations may be refused if:

- They are old, superseded, editions of textbooks
- Periodicals duplicate existing holdings
- Periodicals are incomplete runs of titles not in stock
- The subject matter is not of relevance to the current University curriculum
- Items are in poor physical condition:
  - Pages show signs of damp, mould or spotting
  - The cover is loose or damaged
  - There are loose, damaged or missing pages
  - There are handwritten notes or underlining in the text
  - There are obtrusive marks of ownership
- They come from another library and have their ownership stamps