

# Churchill College Library Donations Policy

The Library has a collection exceeding 50,000 volumes, housed primarily in four rooms, all of which are approaching or at capacity. The College Library is a working undergraduate library, which must maintain the focus of its collections to satisfy this function. However, there is also a need for the Library to include a small number of other collections to reflect the broader interests and experiences of the College.

We are grateful to those who have helped to strengthen our Library holdings in the past through their generous gifts.

However, with increasing pressures on space and time, we must have a transparent and consistent policy for managing the offers of books.

## Individual items

Individual items can only be accepted if the item falls within the scope of the Collection policies of either the College Library or the Roskill Library.

With the donor's consent, donated books will be acknowledged by the placement of a bookplate inside the front cover of the book.

## Collections of books

We are increasingly receiving offers of collections of books from a range of people associated with the College (mainly retired Fellows and ex-students). For the reasons stated above and the fact that the size of some of these collections could form a significant fraction of the total Library collection, the following considerations also apply:

1. Collections (defined as any donation of more than 10 items) can only be accepted from people associated in some way with the College or the main traditions of the College (including the Archives). 'Non-College' offers will rarely be accepted, generally being referred to the University Library.
2. Collections can also only be accepted if they can be divided and incorporated within the existing stock. With the donor's consent, all books will be labelled appropriately with bookplates to identify their source.
3. Uncatalogued collections can only be accepted if it is agreed that the retention of each book within the collection is decided after receipt and at the discretion, ultimately, of the Librarian.
4. Alternatively, if a detailed listing of the books can be supplied to the Librarian then decisions on which items from the collection to accept may be made at this stage, prior to receipt.

5. After delivery, the collection will be stored in the back rooms of the College Library until they are catalogued. Final decisions on retention of the books will be made before cataloguing.
6. Duplicates of books already in the Library will not be retained, unless the item is borrowed frequently.
7. Directors of Studies in the relevant subject areas will be consulted about the value of both the collection as a whole and individual books within the collection. Value needs to be assessed on the basis of several criteria:
  - a) Usefulness for current and future Fellows and undergraduate and postgraduate students
  - b) Historical value, primarily in the context of the College and of 20th century history (because of the Churchill Archives)
  - c) Monetary value.
 These are ranked in order of priority, although relative weighting will vary with subject area. Extra criteria may also be used for certain subjects.
8. Books that are not retained will be either donated to charities such as Book Aid or Oxfam, or sold to fund the purchase of undergraduate texts.

The above assessment will be aided by other Members of College and professional book dealers as necessary.

Mary Kendall, Matt Kramer and Mark Tester 29 September 1999 Endorsed by College Council 2nd November 1999.

Revised by Annie Gleeson and endorsed by the Library Committee 1<sup>st</sup> February 2022.

## Donating a book to the College Library

Please tick the appropriate box below:

I would like a bookplate to be inserted inside the book(s) with the following information:

Full name:

.....

Matriculation year *or* relationship with College

.....

I would like to remain anonymous