

Donations policy

The act of giving is at the heart of the Christian life. The library acknowledges and welcomes the spirit of generosity which prompts this action. We also note the work involved in preparing and assessing a donation can be time-consuming and sometimes emotional.

Donations:

- a) The library welcomes donations which enhances its collection in accordance with this policy. This will relate closely to institutional teaching and research needs.
- b) Donations are accepted on the understanding that they become the property of the library. The library will confer with donors before returning or appropriately disposing of surplus items.
- c) The library will generally decline duplicate, damaged or out of date material.
- d) Other library operations may take precedence over evaluating donations and processes need to be agreed with donors.

As a donor you can assist by:

- a) Contacting the library as soon as possible when you decide to donate books.
- b) Describe and if possible take clear photographs of book spines before packing them up. Eg



- c) Think ahead in case the library can only accept a portion of the books you offer. We encourage you to think about different recipients who may also benefit from your books.
- d) Never arrive with a donation unannounced.
- e) Health and safety. Use manageable boxes for loading books. Think about storage and transportation.

The Library recognises that often the donation will accompany a stressful time; a bereavement, need to move house, or a sudden life change. The Library commits to respond appropriately while acknowledging that it can be difficult and sometimes impossible to provide a worthy home for books which have been long treasured.