

LEO BAECK COLLEGE LIBRARY DONATIONS POLICY, DECEMBER 2021



1. The Library welcomes offers of material relating to Jewish Studies and other relevant fields.
2. Potential donors should contact the Library and 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 (shelf) requirements demanded by the donation and future maintenance requirements.
6. The Library will not accept donations of material which it already holds, except:
 - a) to replace existing copies
 - b) to support current high demand
7. The Library reserves the right to accept or decline donations:
 - a) No restrictions by the donor can be accepted
 - b) Donations become the property of the Library
 - c) The Library reserves the right to dispose of donations as it sees fit, by sale, gift or discarding it at some future point according to its Disposal Policy
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. Donations may be acknowledged by
 - a) a letter signed by the Librarian
 - b) an acid-free sticker with a message specified by the Donor, i.e. "From the library of John Smith. Donated by Jane Smith."
 - c) at the Donor's request, adding the Donor's name and the donation message to the catalogue entry publicly available online, i.e. "From the library of John Doe, donated by his daughter Jane Doe."
 - d) at the Donor's request, adding any information with historical or personal relevance into the catalogue entry publicly available online, i.e. "On the occasion of Jason Smith's bar mitzvah."
13. Bequests will be treated as gifts unless prior arrangements have been made
14. Whilst the Library welcomes donations of archives and manuscripts we can only accept such material by prior arrangement.
15. The Library has very limited space and, therefore, it cannot accept donations on site. Items offered for donation are reviewed by the Librarian before their transfer to the Library. The review is carried out according to a hand list provided by the Donor. When it is feasible, the Librarian may carry out the review in person at the current location of the items offered for donation. This option cannot be guaranteed, and it is subject to staffing considerations at the Library.
16. The Library encourages academic staff, alumni, patrons and friends of the College to donate a copy of their publications.
17. By vesting material in the Library the donor will be deemed to have accepted the conditions of the Donations Policy