

## **Collection Management Guidelines for gifts, donations and bequests to the South Wales Miners' Library, Swansea University**

The South Wales Miners' Library regards gifts of books as immensely valuable in supporting the teaching and research of the University and in enriching value of its collections. The South Wales Miners' Library wishes to encourage gifts of such material, provided that they fall within the scope of the General Aims of Library & Information Services. (However, the Librarian reserves the right to decline a proposed gift, donation or bequest). Financial donations to support the purchase, storage, cataloguing or conservation of the collections are also warmly welcomed.

All gifts become the property of Swansea University.

The South Wales Miners' Library is pleased to accept gifts of material on the understanding that:

- we reserve the right to dispose of gifted material that is in poor physical condition, that duplicates existing stock, that falls outside the scope of teaching and research or that is otherwise superfluous to requirements
- Material deemed surplus to requirements may be disposed of by gift to another library, by exchange of stock with another library, by sale (the proceeds of such sales to support the development of teaching and research collections) or, if necessary, and as a last resort, by other means of disposal
- Material may be transferred to the University Archives if this is deemed to be a more appropriate location
- we will catalogue gifted material, as resources permit
- Gifted material added to stock will normally be classified by subject and will be shelved with other material on the same subject. Volumes from a single gift will therefore not necessarily be shelved together
- Unless the donor requests otherwise, a commemorative bookplate will be inserted in all volumes from his or her gift that are added to stock. If appropriate, a note of the gift may also be included in the online catalogue record for each item, so that a list of the contents of the original donation can be created, regardless of the physical location of the material in question.

Donors may be asked to read and sign the gift agreement.

We would ask donors with gifts of a significant size to consult the Librarian in advance, so that implications of the donation can be discussed in detail. Donations of significant size may be defined as those whose review, cataloguing, processing, storage and conservation may not be covered by existing resources, or without unduly disrupting current cataloguing activities.

**DONATIONS TO THE SOUTH WALES MINERS' LIBRARY,  
INFORMATION SERVICES & SYSTEMS  
SWANSEA UNIVERSITY**

The South Wales Miners' Library is pleased to accept gifts of material, on the following conditions:

1. All gifts which the Librarian agrees to accept (the Librarian reserves the right to decline gifts in certain circumstances) become the property of Swansea University.
2. The Library reserves the right to dispose of gifted material that is in poor physical condition, that duplicates existing stock, that falls outside the scope of the Library's general aims or that is otherwise superfluous to requirements.
3. Material deemed surplus to requirements may be disposed of by gift to another library, by exchange of stock with another library, by sale (the proceeds of such sales to support the development of Swansea University's teaching and research collections) or, if necessary, and as a last resort, by other means of disposal.
4. The South Wales Miners' Library will catalogue gifted material as resources permit.
5. Donated material added to stock may be kept as a single collection, or it may be classified by subject and will be shelved with other material on the same subject. This will be done at the Librarian's discretion as s/he thinks most appropriate, given the character, size and source of the collection. Material may be transferred to the University Archives if this is deemed to be a more appropriate location.
6. Unless the donor requests otherwise, wherever practicable, a commemorative bookplate will be inserted in all volumes from his or her gift that are added to stock. If appropriate, a note of the gift may also be included in the online catalogue record for each item, so that a list of the contents of the original donation can be created, regardless of the physical location of the material in question.

I have read and agree to the conditions listed above.

[Signed].....Date.....

I wish / do not wish \* my gift to be recorded by a commemorative bookplate.

\* Please delete as appropriate

**For Library staff use only**

Gift received from (donor's name).....

Gift received by (member of staff's name).....

Date.....