

*Royal Holloway Library*

**DONATIONS TO THE LIBRARY**

The 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 Royal Holloway
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 College Information Strategy 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 Royal Holloway teaching and research collections) or, if necessary, and as a last resort, by other means of disposal
4. The Library Services will catalogue gifted material for as resources permit
5. 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

I have read and agree to the conditions listed above.

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

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**For Library staff use only**

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

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

Date.....