

## Natural History Museum Library & Archives Donations Policy 2016

1. In line with the NHM Collections Development Policy the NHM Library regrets that it is unable to consider unsolicited items and reserves the right to dispose of such items as the Library deems appropriate\*. Unsolicited material will not be returned or retained and will be disposed of by the Library. The Library cannot guarantee an acknowledgement of receipt.
2. All offers of donation will be assessed according to how well the material fits with the Library's collection focus. In all cases the Library will balance the value of the donation against the cost of cataloguing, processing, storing and conserving the material.
3. Furthermore, donations will only be considered if they have a recent publication date (within the last 10 years) and they are deemed to be current. The NHM Library no longer routinely adds material to its 20<sup>th</sup> Century published collections and donations of such material will not normally be accepted. Duplicates of modern (post 1850) items already held by the Library will not normally be accepted.
4. Exception to this will be made in the case of published material that is considered to have historical or research value. The NHM Library continues to accept original material in the form of manuscripts and artwork.
5. Donations are accepted at the discretion of the NHM Library on the understanding that once the Library receives the material it becomes the property of the NHM under the management of Library and Archives. Donations may not be accepted if the donor wishes to place any restrictive conditions or caveats on their use or disposal. The Library will house the material as it sees fit, at South Kensington or in any NHM Library store. The material will be available to all NHM Library users.
6. The Library will not usually pay for transport of material or insert bookplates.

### Guidance for donors

Potential donors should consult our Library catalogue prior to making an offer to reduce the risk of offering material that is already held in the Library.

Library catalogue:

<http://www.nhm.ac.uk/our-science/departments-and-staff/library-and-archives.html>

Donors should contact the library Acquisitions team ([Acquisitions@nhm.ac.uk](mailto:Acquisitions@nhm.ac.uk)) with a list of items prior to sending material, including a description of their physical condition and statement making it clear that you own them.

Donors of unpublished material will be asked to provide appropriate documentation including proof of ownership, provenance and complete a Transfer of Title form.

\*Note any donations not retained for the collection will be disposed of according to the Museum's Environmental Policy and will normally be passed to a book charity.

DOCUMENT OWNER: Library Collection Manager and Modern  
Collections Team Leader

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