

# Magdalene College Cambridge Libraries and Archives Donation Policy

Thank you for your generous offer of a donation to the Libraries and Archives of Magdalene College. Offers of books, manuscripts and archival material are considered carefully, taking into account the need to manage shelf space and the workload of a small library team.

The first step in the process will be to provide a **list of items in the proposed donation** (Author, Title, Publisher, Date), or in the case of manuscript or archives material, a comprehensive description of the contents and volume of the material. Providing these details in advance allows the library team to check for any duplicate items and the donation's suitability for acceptance.

Donation offers will only be accepted if they meet the following criteria and conditions:

## **Part 1. Criteria concerning the development of the Libraries and Archives' Collections:**

### **Old Library:**

- The item was published before 1800 and of significant historical value, or:
- The item was published in 1800 or later, and is highly relevant to the specialist subject areas of the Old Library's Collection, or:
- The item is 19<sup>th</sup> century or more recent and is a particularly fine luxury or first edition of a work relevant to the specialist subject areas of the Old Library's Collection.
- In highly exceptional circumstances, duplicate copies of books published before 1800 may be accepted, where it is of scholarly benefit to make stylistic comparisons between different hand-press copies.

### **Pepys Scholars' Library** (*the reference collection of 'Pepysiana' housed in the Pepys Building*):

- A copy of the item is not already housed in the Pepys Scholars' Library.
- The item is of widely recognised scholarly or historical value.
- The item pertains to Pepys, an aspect of Pepys's library, or closely associated with Pepys's life and times.

### **Archives:**

- Acquisitions are accepted if they enhance the coherence of the collection as a resource for information on College Members and activities for the guidance of College, governance and historians. This would primarily encompass traditional archival items such as documents, photographs and personal papers, but could include small objects if they would particularly enhance the collection. Offers of objects will be assessed on a case-by-case basis.
- Published material should be offered to the Pepys Library or College Library (although some duplicates may be accepted for the Archive research library)

### **College Library:**

- The primary purpose of the College Library is to support undergraduate and taught postgraduate courses; constraints on resources may mean that we must be selective in what books we can accept.

**Part 2. Conditions by which the donation can be accepted into the Libraries and Archives' Collections:**

1. The donation will become the property of Magdalene College.
2. Upon arrival at the College, the library and archives team will make all necessary decisions as to the donation's cataloguing, access, use and retention, within a timescale dependent on the immediate priorities and the workload of the library and archives team.
3. The transport costs of the donation are to be met by the donor.
4. Any associated customs duties which the College may incur due to the donation arriving from overseas are to be reimbursed by the donor.
5. Any future visits to view the donation by friends and family members must be made by prior appointment.
6. In the case of any unpublished manuscripts, correspondence or other unpublished material where the donor is the copyright holder, the copyright holder is to transfer and assign the copyright of the material and any extensions and renewals thereof to the College.