

Unsolicited donations of books: principles and procedures

The Library does not actively seek donations of printed material. Space constraints and the amount of staffing resource required to process donations means that the Library must be very selective in what can be accepted and added to stock – we can only accept donations of books which directly support teaching and research activities at the University. Material must be in excellent condition and free of dust, mould, or anything that might contaminate our existing collections. Any material which is accepted will **not** generally be bookplated or kept as a discrete collection. We reserve the right to dispose of accepted material subsequently, according to the ethical disposal policy documented in our Collections & Content Management Principles & Procedures.

Material likely to be of interest to Special Collections would be assessed in a different framework.

The following categories of material will usually be accepted:

1. Publications by UoM academics (whole work or chapter).
2. New sample/review copies of scholarly works.
3. Recent scholarly works (in good condition) on a research topic broadly aligned with current research activity at the University of Manchester.
4. Art catalogues by established artists, and by British artists in particular.

The following are specific exclusions:

1. Non-English language material unless a linguistic treatment of the language itself (and the language is one taught at degree level at the UoM).
2. Literature in foreign languages is generally not wanted (unless future collection development profiles indicate otherwise).
3. Odd volumes of a series will only be accepted if we have other volumes already.
4. Self-published autobiographies and family memoirs.
5. Slim volumes of verse by non-established poets.
6. Art catalogues by little-known artists, unless there is a specific Manchester connection.
7. Polemical works on contentious (e.g. geo-political or historical) issues will only be accepted if there is academic demand.
8. Out of date textbooks (e.g. works on politics, economics, trade that are more than [circa] 5 years old).
9. Works on Law or Medical Human Sciences more than 2 years old.
10. Non-scholarly, 'coffee table' books.
11. Back runs of print journals (unless it can be demonstrated that some volumes may fill gaps in a print run we are keeping).