



## The Gamble Library

### Donations Policy Gamble Library

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Thank you for considering making a donation to the Gamble Library. If you are considering a donation please contact the Librarian as the first step in the process. The Librarian may be contacted by email - [j.conkey@union.ac.uk](mailto:j.conkey@union.ac.uk) – or by telephone (028 9020 5093). Please do not come to the College to deposit donations without first contacting the Librarian.

The Library will consider donations on the following conditions:

- By donating materials to the Gamble Library donors accept the Library's right to do whatever is deemed appropriate with the donated items including adding them to the collection, selling them, or disposing of them as necessary.
- Pictures of the spines of donated books should be taken and sent to the Librarian by email so that the donation may be assessed
- Donors should inform the Librarian if they wish their donation to be anonymous or if they wish for a donation book plate to be inserted in their donation. It would assist the work of the Library if donors would give their contact details to the Librarian to allow for appropriate acknowledgement of their gift.
- Marked, worn, non-academic books will not be added to the collection
- Storage space is limited so it is not always possible to accept donations.