

Newcastle University Library Donations Agreement

Conditions of Donation

Thank you for considering a donation to Newcastle University Library. We consider donations of material that are:

- directly relevant to University teaching and research
- in good physical condition
- non-duplicates for material already in stock (unless the title is in demonstrable heavy demand)
- in line with the [Library's Collection Development and Management Policy](#)

Due to increasing pressure upon available shelving space, the Library must assess the suitability of each title before accepting a donation. As such, unfortunately we are unable to accept every donation that is offered to us. We politely request that donors check Library Search in advance of offering materials to ensure that the material is not already in stock.

All gifts of material to the University will become the outright property of Newcastle University. As such, we reserve the right to refuse titles for stock and dispose of these in line with our usual withdrawal procedures, whether this is at the point of donation or during future collection management reviews without notifying the donor.

Any material that is donated in an unsolicited manner (such as via the unmanned returns box, without prior contact with Library staff, or without completion of the Donation Agreement) will be considered to be property of the Library and will be assessed according to our usual donation process.

Please note that as our teams are also processing purchased materials for University teaching and research, donated materials may take some time to catalogue.

Your donation offer may be more suitable for Special Collections rather than the general Library holdings. More information on donating to Special Collections can be found in the [Special Collections Collection Development Policy](#) and the team may be contacted at libraryhelp@ncl.ac.uk.

Donor Agreement

Donor full name:

Donor contact information (email address is preferable):

Number of items donated:

Titles of items donated (attach full list if required):

Newcastle University Academic Staff only – is the donation required for a module Reading List? If Yes, please provide module code:

Thank you for donating material to Newcastle University Library. By completing this form, you agree that:

1. You, the donor, are the legal owner(s) of the material. By determining this, the University is establishing that the gift is being made in good faith by an authorised person, and the question of ownership should be unequivocal.
2. All gifts of material to the University will become the outright property of Newcastle University. As such, we reserve the right to refuse titles for stock and dispose these in line with our usual withdrawal procedures, whether this is at the point of donation or during future collection management reviews without notifying the donor.

Signed by donor:

Date of donation:

GDPR notice

Newcastle University is collecting your personal data in this form as you have explicitly offered a donation to the Library Services. Aside from any [communication you may receive from](#) the Library in the course of being an agreed user of the Library's services (as per the [Library's Rules and Regulations](#)), we will only use the data you have provided in this form to provide you with information about your donation. This form may be retained indefinitely as a record of your donation agreement.

You have provided your consent for the University to process your personal data for the purposes detailed in this statement. You have the right to request that the University deletes this personal data at any time by contacting both rec-man@ncl.ac.uk and libraryhelp@ncl.ac.uk, noting that if you do so, the University will be unable to provide you with information relating to your donation in the future.

Please see [our webpages on Data Protection](#) if you would like more information about how we manage personal data more generally, including your rights under law and the contact details of the University's Data Protection Officer.