



**Trinity College Dublin**  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

The Library of Trinity College Dublin, the University of Dublin  
Leabharlann Choláiste na Tríonóide, Ollscoil Átha Cliath

## Trinity College Dublin Library

# Policy on Donations

Trinity College Library is conscious of how donations from both individuals and organisations have contributed to the development of its collections over four hundred years and welcomes all enquiries from potential donors. Any offer to donate material will be seriously considered. This document sets out to assist potential donors by outlining the Library's collection development priorities, criteria and *modus operandi* for the acceptance of donated material.

## Introduction

The Library's Collection Development Strategy is to acquire such materials as

- support and advance the teaching and research activities of Trinity College
- contribute to national and international scholarship
- foster Trinity College's role as a custodian of national heritage material.

To this end the Library

- collects, records, preserves and makes available published materials which support the courses taught by Trinity College
- collects, records, preserves and makes available research material, in collaboration with other relevant institutions and with due regard to their resources and policies
- collects, records, preserves and makes available manuscripts and other primary materials that are of historic importance in the national and international context

The Collection Development Policy articulates the Library's priorities in acquisition and retention, acknowledging that not all desirable information resources or materials can be acquired or retained.

The Legal Deposit status of the Library, under the terms of successive copyright & legal deposit legislation in the UK and Ireland, forms the cornerstone of the Library's position as a major research library and the implications of this are wide-ranging. The Library seeks to acquire materials in all formats that complement acquisitions under Legal Deposit, with

particular emphasis on material supporting the research, teaching and learning needs of members of the College.

## **Scope of the Donations Policy**

The policy provides information to potential donors on

- The criteria and conditions of acceptance of donations of manuscripts, archives and publications (in any format) from individuals or organisations to the collections of Trinity College Library.
- The procedures for making a donation of manuscripts, archives or publications to the Library

## **Aims and objectives of the Donations Policy**

The aim of the policy is

- to ensure that all potential additions to the Library's collections acquired via donation comply with the objectives outlined in the Library's Collection Development Policy
- to outline the terms under which donations are accepted by the Library
- to outline the procedures for making a donation of manuscripts, archives or publications to the collections of TCD Library

## **Donation of Manuscripts & Archives**

- Prospective donors should contact the Head of Research Collections, preferably by post or email
- If, following initial discussions, the Library wishes to further investigate the proposed donation the material will be viewed either in situ or in the Library
- If the Library agrees to accept the donation, arrangements for transport will be handled by the Library if necessary
- Donated materials must come from a *bona fide* source and have a demonstrated provenance. The donor must have the legal authority to transfer the material to the Library and will be asked to provide a written statement to this effect.
- All donations will be the subject of a written record

## **Criteria & Terms of Acceptance of Donation of Manuscripts &/or Archives**

- The Library has stated collection development preferences for manuscript material, designed to strengthen the current collection and to support current

University research activity. However, the Library also takes a long-term approach to the collection of manuscripts and all donation proposals will be considered.

- Donations are usually accepted only where transfer of ownership to Trinity College, the University of Dublin is agreed. It is only in exceptional circumstances that material is accepted on temporary loan or on deposit.
- Copyright, where it exists, remains with the copyright holder unless agreement is made to transfer it to the Library. Where it is not transferred, the owners may wish the Library to administer copyright on their behalf.
- Donated material will be subject to the normal management rules and procedures applied by the Library to its manuscripts collection. Special conditions may be discussed but these are usually confined to agreeing a limited closure period for materials of a confidential nature
- It is expected that donated material may be used in a number of ways including, but not limited to physical consultation, by individual researchers and in teaching; electronically; in publications (within copyright law); in exhibitions; by being borrowed, by being digitised for access (within copyright law) and/or for preservation and exposed through Library websites and social media channels. Donated material, after cataloguing, will be available for such use unless an agreed period of closure is in place
- Where substantial life-cycle costs – for example cataloguing, preservation or storage - are likely to be incurred as a result of the acquisition of material, donors may be invited to contribute towards these costs.
- Where substantial non-standard preservation or conservation costs may be incurred due to the poor condition of the material being offered, the Library will take this into account in deciding whether or not to proceed with the acquisition.
- The collecting policies of other institutions will be taken into account when considering proposed donations

#### **Incorporation of Donated Manuscripts &/or Archives into the collections of Trinity College Library**

- All material will be assigned a collection number. This will ensure that its provenance details remain associated with it. This number will be communicated to the donor subsequent to the arrival of the material
- The donated material will be assigned secure storage which may be off campus.
- The Library will rarely give an undertaking regarding the timetabling of the cataloguing process, without which research access to material is not normally permitted
- Once catalogued and available for research, the donated collection will be exposed through the Library's online catalogues and promoted through other channels

Contact details: [mscripts@tcd.ie](mailto:mscripts@tcd.ie)

## **Donations of Pre-1950 Publications**

- Persons or organisation interested in making a donation to the collections of Library of Trinity College Dublin should make contact with the Principal Librarian Department of Early Printed Books and Special Collections. (See appendix for contact details)

### **Criteria & Terms of Acceptance of Pre-1950 Publications**

- In advance of acceptance of a donation of publications evaluation by the Principal Librarian, Department of Early Printed Books, of the material on offer will be carried out. Selection of items to be accepted by the Library will be in line with the Library's collection development strategy and preservation policy.
- The Library reserves the right to dispose of duplicates and other unwanted items as appropriate

### **Incorporation of donated Pre-1950 publications into the Library's Collections**

- All accepted donations should be sent to the Department of Early Printed Books.
- No absolute commitment can be given as to when processing of donated publications will take place, though effort will be made to ensure that it is completed as quickly as possible.
- Donated material will be processed and catalogued to the same standards as other material acquired by the Library and listed in the online public access catalogue.
- The Library reserves the right to make decisions on the ultimate location of the donated material on the basis of use, preservation and security.

## **Donation of Post -1950 Publications**

- For persons or organisation interested in making a donation to the collections of Trinity College, initial contact can be made with the relevant Keeper (Collection Management), Accessions Librarian or appropriate Subject Librarian. (See appendix for contact details).
- All potential donations will be referred to the Keeper of Collection Management and Head of Reader Services before any decision to accept can be taken. Unique publications or those of special interest will be referred to the Principal Archivist Department of Manuscripts and Principal Librarian, Department of Early Printed Books as appropriate.

### **Criteria & Terms of Acceptance of Post-1950 Publications**

- In advance of acceptance of a donation of publications, evaluation by an appropriate member of Library staff of the material on offer will be carried out. Selection of items to be accepted by the Library will be in line with the Library's collection development strategy and preservation policy.
- The physical condition of the material on offer will be a crucial factor in determining its acceptance by the Library

- The Library reserves the right to dispose of duplicates and other unwanted items as appropriate

#### **Incorporation of donated Post-1950 publications into the Library's Collections**

- All accepted donations must be sent in the first instance to the Accessions Department of the Library for routine processing.
- No absolute commitment can be given as to when processing of donated publications will take place, though effort will be made to ensure that it is completed as quickly as possible.
- Donated material will be processed and catalogued to the same standards as other material acquired by the Library and listed in the online public access catalogue.
- The Library reserves the right to make decisions on the ultimate location of the donated material on the basis of use, preservation and security.

Margaret Flood  
Keeper (Collection  
Management) April 2017

## Appendix

### Contacts

#### Manuscripts & Archives

Dr Jane Maxwell  
Principal Archivist  
Department of Manuscripts  
Research Collections  
Library of Trinity College Dublin  
University of Dublin  
College Street  
Dublin 2  
Ireland

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#### Pre-1950 Printed Publications

Dr Lydia Ferguson  
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Department of Early Printed Books  
Research Collections  
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Ireland

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#### Post- 1950 Printed Publications

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Jessie Kurtz  
Deputy Librarian and Head of Readers'  
Services  
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The names and contact details of individual subject librarians are available from the Library's website.