

**WOOLF INSTITUTE LIBRARY  
DONATIONS POLICY**

1. The Library will be glad to receive donations of relevant books for the collection. **The generosity of donors is much appreciated.** The Institute recognises the great value of gifts in building the collection and is most grateful to those donors who have given books in the past.
2. **It is essential that any prospective donor contacts the Subject Librarian in advance and provides a hand-list of all material to be offered.** In this way, duplication of material can be avoided and a decision can be reached as to the suitability of such material offered for the Library's collection. It is also important that any books not in good condition should be noted on the hand-list.
3. Potential donors are asked to note that it is not acceptable for books to be delivered without prior communication with the Subject Librarian or to be 'left' anonymously in the Library.
4. It is desirable that there is a record of the source of any donation, so that the donor can be thanked and their contribution acknowledged.

Woolf Institute, February 2018