

Library Donation Policy

The Union School of Theology Library aims to balance the likely value to the collection of a potential gift against the costs of cataloguing, processing, storing, and conserving it. The Library cannot accept donations that duplicate existing stock, or any material that is out of date or in poor physical condition. Thus, all gifts are accepted at the discretion of the UST Librarian. When considering any offer to donate material to the Library, the following guidelines apply:

Donations are accepted which fall within the scope of the Library's Collection Management Policy if they are of academic value and if they contribute significantly to the usefulness of current teaching and research or the Library's established strengths or fill in gaps in its holdings.

Donations are accepted on the basis that the Library becomes the sole owner of the material, which will be placed in the library collection and made available to all Library users and are subject to the same de-selection criteria as other library materials. UST Library reserves the right to dispose of any gifts it deems unsuitable or unwanted. These will normally be offered to students or Book Aid.

Donations may only be made by prior agreement with the Library. Potential donors are asked to provide details regarding the title, author, and publishing information of the books they wish to donate via the form provided or an attached spreadsheet. Please contact the Library in advance by e-mail or telephone for further advice and guidance about donating library materials.

UST encourages all academic staff to donate a copy of any academic publication written or edited by them to the Library.

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