



Magdalen College Library Donations Policy

Thank you for your interest in making a donation to Magdalen College Library.

The Library welcomes donations of books and other materials that contribute to the enrichment of the collection but may not be able to accept every offer.

The assessment, cataloguing, classification, and processing of material is a time-consuming endeavour. For that reason, we will think carefully before accepting your donation.

In considering donations the Library takes into account:

- Whether the material fills a gap in the collection
- Physical condition of the item
- Whether the material is relevant to the teaching, research and engagement work of Magdalen College, or to the history of the college and its community
- Availability of the material online or via other services
- Whether material provides added value, such as a different viewpoint or context
- Known or anticipated demand for the material
- Space requirements and future maintenance requirements for the donation

General Terms and Conditions

Before making your donation offer, please be aware that:

- Donations can only be accepted on the basis that Magdalen College becomes the sole owner of the material and may at any point, now or in the future, select items for retention or disposal as it deems appropriate.
- The Library cannot accept material with caveats or restrictive conditions.
- Donated material placed in the Library collection will be available to all Library users.
- The Library reserves the right to dispose of donations as it sees fit by: offers to other libraries or archives; sale; or disposal. The

proceeds of any such sale will be directed to the Library's book acquisition fund.

By making your donation offer, you agree to the following terms:

- I agree that my donation will become the property of Magdalen College.
- I confirm that I have the right to transfer ownership of the donated material to the College.
- I grant the Library the right to determine its use or disposal according to the Library donations policy.

Data Protection Information The personal data you supply in the Donations Form, together with correspondence relating to the donation, will be kept permanently by Magdalen College Library and Archives for administrative purposes. The records are kept securely and will only be shared with third parties if we are allowed or required to do so by law. Further information on the College's Data Protection procedures and privacy notices can be found at <https://www.magd.ox.ac.uk/data-protection/>