

## **Donations and Bequests of books, collections, archives or artefacts to the Library: Transparency Statement**

The Library welcomes donations of books, collections of books or papers, drawings or other documents. These should fit within the framework of our Collection Policy [insert url](#). Donations and bequests can result in longterm relationships with the Library and data relating to these modes of acquisition serve as records of provenance whilst providing a legal basis for the Library to hold the collections; they also provide valuable information for later generations of donor families seeking information on their forebears.

### **What happens when you donate to the Library:**

**Donations of single items** (for example current monograph titles or a small collection of journals) are acknowledged by email or letter. The donor's name is normally appended to the Library catalogue record for the item: this serves as a permanent record of the donation. Unless the donor requests anonymity, the person's name is listed as a donor in the *Academy's Annual Review* and in the Library's Annual Report which is circulated to the Library Committee for approval. Acknowledgment correspondence is retained for a maximum of one year.

**Donations involving a significant quantity of material**, or of archives pertinent to the collecting policy, are generally subject to negotiation. Due diligence must be carried out in respect of ownership and provenance and the Academy must be assured that the donor is empowered to make the donation. The Librarian informs the Library Committee and their approval is sought to accept a collection which is deemed a fit for the collections. On completion of negotiations a donation agreement is drawn up and signed by the donor/s and the Librarian. On receipt of the collection it is registered on the Library's Archives Register and allocated a unique number, or a collection of printed works will be individually accessioned and subsequently catalogued. The donor is acknowledged in each record created; the President acknowledges all major donations; receipt of the donation is reported to the Library Committee and acknowledged in the *Academy's Annual Review*.

### **Retention Policy**

Emails and general correspondence generated in relation to the donation are not retained. Emails containing significant decisions are retained on a Donations & Bequests sub-file set up for each significant donation. These files (incl. agreements) are retained indefinitely as records of the transaction and for legal and audit purposes. They also provide important provenance information which is valuable to the Library and to researchers. Donor contact details are retained for lengthy periods as the Library and the Academy will have a relationship with the donor and in some cases a donation will result in a dedicated exhibition or a conference or lecture series, in which donors are invited to participate.

### **Bequests**

Bequests are handled in the same way as donations of significant collections. As far as possible, we encourage those who wish to bequeath collections to discuss the matter with the Librarian who can advise on the feasibility of accepting the collection for the Academy Library. Executors sign an agreement and the procedure mirrors that for donations thereafter. Executor contact details are retained for the purposes of inviting them to participate in events or exhibitions related to the bequest.

Librarian, May 2018

