

Library and Information Services

Donations Guidance and Checklist

The Library and Information Service appreciates all offers to donate materials to any of the library collections and is mindful of the many generous donations that have enriched the collections to date.

Prior to accepting a collection the following should be considered:

- The relevance of the material to learning, teaching and research of Falmouth University and the University of Exeter, Cornwall Campus
- How this fits with existing collections and existing collection policies
- Collecting policies of other local and national repositories
- How the material may be used
- What the costs associated with maintaining, preserving, providing access to the collections might be.

Donations will be accepted on behalf of Falmouth University or the University of Exeter, Cornwall Campus, subject to completed legal agreements where appropriate. In all cases it is recommended that donors and academic staff discuss the potential donation with the Head of Library and Information Services prior to any discussions on accepting a donation. Generally donations of Archives are considered at the bi-annual Archives and Special Collections Board, which includes academic representatives of both Falmouth University and University of Exeter Cornwall Campus.

The following flowchart should be consulted regarding the decision making process for accepting new Collections.

The following guidance and checklist may help in the decision to accept or reject material.

Area	Guidance	Details
Donor Details	Name/address/telephone/email Relationship/link with the institution	

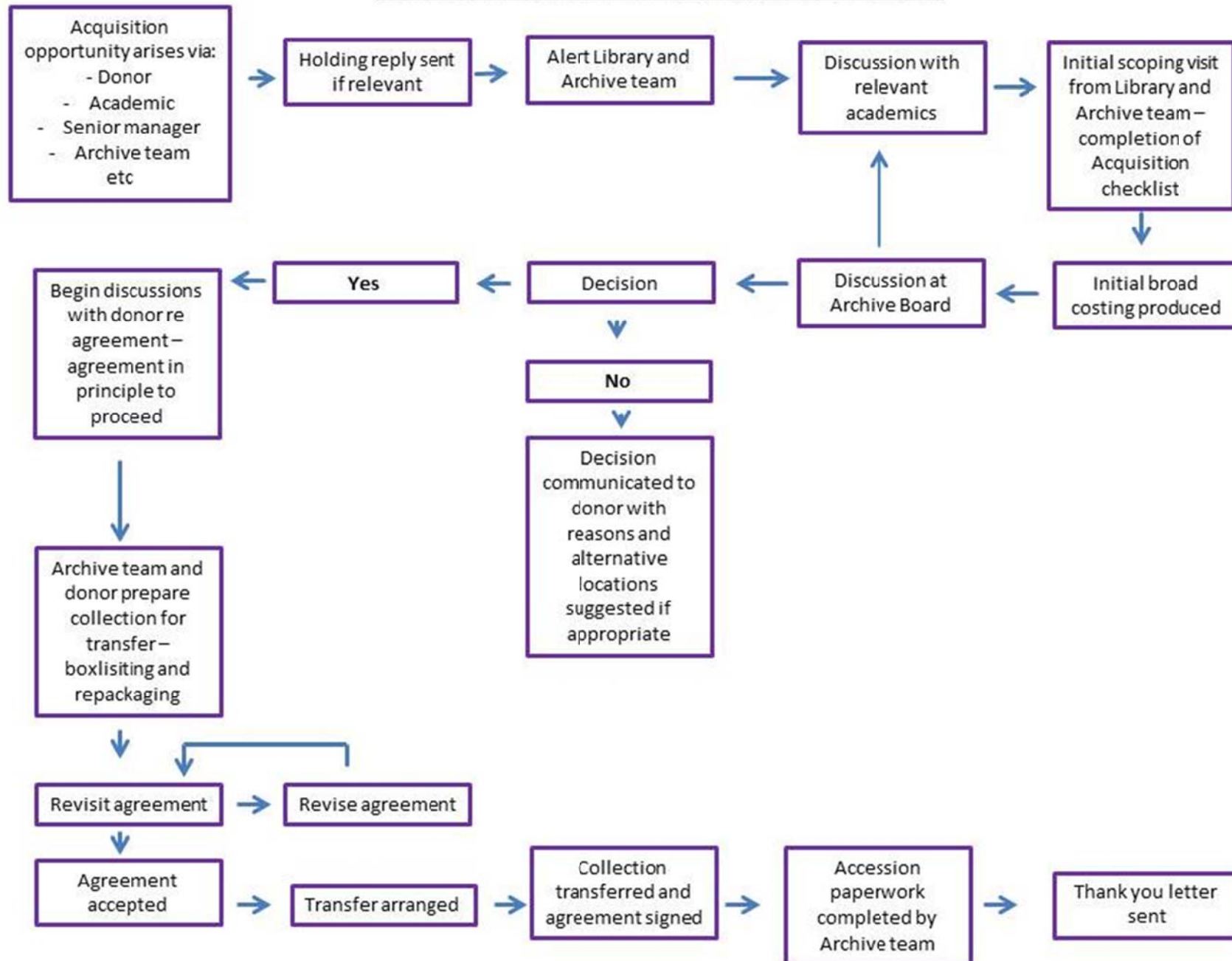
<p>Collection rationale/history</p>	<p>Theme/rationale/history of the collection and reason for collecting this material</p>	
<p>Scope of collection</p>	<p>Dates, breadth/ will this be an on-going collection with future deposits?</p>	
<p>Details of the collection</p>	<p>What formats are contained within the collection e.g. books, papers, art work including size, digital material (please specify)</p> <p>What lists of the material already exist?</p> <p>Estimated value of the collection if appropriate (any valuation details) and insurance costs.</p>	
<p>Size of collection</p>	<p>To include potential shelf space required, number of volumes, boxes.</p>	
<p>Condition of the collection</p>	<p>Is the material in good condition; is there any evidence of pest or mould damage, are repairs required?</p> <p>If so what are the potential costs of this?</p>	
<p>Maintaining the collection</p>	<p>What is required in terms of storage, packaging, preservation? Are there specific storage conditions required</p> <p>Proposed location of the collection?</p> <p>Are there any security aspects to be taken into account?</p>	

<p>Terms of the donation</p>	<p>Is the donation an outright gift or a gift with conditions? Please outline any conditions e.g. must be kept in Cornwall.</p> <p>Is the donation on loan and if so what are the details of the loan e.g. for how long?</p> <p>Our strongly preferred position is gift as this allows us to bid for external funds to complete work such as cataloguing. If only a loan is possible, we encourage the donor to consider a gift of the material after an agreed period of time.</p>	
<p>Copyright</p>	<p>Does the donor own the copyright of the material?</p> <p>If not what are the copyright conditions of the collections?</p> <p>This may not always be known/clear. Librarians and the Archivist and Special Collections Officer can advise.</p> <p>(NB. transfer of ownership for the Collection does NOT equal transfer of ownership of copyright of the materials.)</p>	
<p>Associated costs</p>	<p>What are the potential cataloguing costs of the material?</p> <p>What are the potential processing, packaging, display, conservation, and stationery costs?</p> <p>Are there any transportation requirements and estimated costs of transporting.</p>	
<p>Relevance to teaching, learning and research</p>	<p>How will this material be used, be of relevance to courses, research of the institution, profile of the institution?</p>	

Research	Have any research opportunities been identified with this material?	
Funding	Have any funding opportunities been identified with this material?	
Links to other collections/archives	<p>Are there other linked collections elsewhere? Are there potential opportunities for collaboration e.g. funding bids?</p> <p>Is there the potential to loan to other institutions/organisations?</p>	
Sponsorship/advocacy	<p>Is the collection being sponsored by an academic/organisation?</p> <p>Has the collection been recommended by an academic member of staff?</p> <p>Is there an advocate for accepting the collection?</p>	
Access	<p>Are there any access restrictions relating to the material? If so please give details.</p>	
Decision to proceed	<p>Discussion with:</p> <ul style="list-style-type: none"> - Head of Library & Information Service - Archivist and Special Collections Officer - Team Leader - Academic Liaison - Academic Liaison Librarian for the programme/course 	

<p>Decision to Accept/Reject</p> <p>If accept then next stage pre-transfer arrangements</p>	<p>Communicated to donor.</p> <p>Next steps:</p> <ul style="list-style-type: none">- Legal agreement- Dialogue with Donor- Timescale- Preliminary lists- Transfer	
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Acquisition Process: Archives and Special Collections



Acquisitions planning:

Broad Costings for archival packing and listing

	Single unit	Box	Shelf (based on 6 boxes per shelf)
Archival Box	£4.48	£4.48	£26.88
Folders	£1.09	£16.35 (rough average 15 per box)	£98.04
A4 polyester sleeve	£0.45	£4.50 (rough average 100 per archive box)	£27
A3 polyester sleeve	£1.40		
A2 polyester sleeve	£1.90		
A1 polyester sleeve	£3.28		
Photographic ringbinder box	£20.04 (approx. 50 pockets – 50-200 photographs)	£20.04 (approx. 50 pockets – 50-200 photographs)	£160.32 (NB 8 photographic boxes per shelf)
Ringbinder sleeve (1 - 4 pocket)	£0.81	£40.50	£324
Inserts	0.45	£22.50	£180
Initial box listing with donor/archivist – NB additional liaison time, preparing agreements etc.	£19 Ph	£38 (based average 3 boxes in a 10-4 day)	£228
Full cataloguing	£19 Ph	£121 (Average 1.25 box per 8h day)	£726 (average 1 shelf per week)
Conservation costs	Variable – based on specific estimates		

NB:

120cm shelf

6 standard archive boxes per shelf (1 transfer / bankers box = approx. 2 archive boxes)

Costs as per latest orders June 2013

Costs re time spent based on broad estimates – more accurate figures could be kept if detailed statistics gathered through acquisitions process