Royal Horticultural Society

# RHS Lindley Library
## Donations Policy

Thank you for thinking of the Lindley Library. Over the years the Lindley Library has received many wonderful donations. Each of our five Libraries and all who use them have benefited. Our libraries have grown and changed over time and now we are only able to accept a limited number of donations. All donations are accepted with the understanding that the Lindley Library becomes the sole owner, and we reserve the right to determine retention, location, access, and any other considerations related to the use or allocation of material in accordance with our current Collections Policy.

### Conditions of acceptance

- Donors will be required to sign a Gifts in Kind Donations Form
- We accept donations only as they accord with our current Collections Policy and requirements at individual libraries
- We reserve the right not to accept any donation which would require an unwarranted burden on the resources of the Library through the need for any specialist treatment, storage conditions, conservation or commitments of funds or staff time and resources
- We reserve the right not to accept material which has any conditions or restrictions attached including any regarding access, location or future disposal
- The donor or depositor must have the authority to transfer ownership of the material to the library
- The library must be informed of all rights holders and any rights restrictions, including copyright, model release etc. A separate form will be supplied
- In order to make the best use of some donations, the library may seek transfer of copyright and reproduction rights to the Lindley Library/RHS
- Material should generally be in good condition
- We reserve the right to accept material unseen and then dispose of it either at the time of receipt or subsequently by withdrawing it from stock
- Receipts are not generally issued although donations of items may be acknowledged, if this is requested by the donor
- We are unable to give a date by which donations will be dealt with
- We cannot notify donors if it is decided to withdraw donated items nor can we guarantee to return unwanted items to the donor
- Donated items not required for adding to stock may be sold, donated to other libraries or institutions or disposed of. Proceeds from the sale of surplus donated materials will be used to supplement library funds
- We cannot guarantee that all items in a donation will be added to stock or that they will all be kept together
- Requests for the inclusion of a specific item in a particularly library or collection will always be considered but this cannot be guaranteed. Nor can we guarantee that items will always remain in a particular library or collection
- We cannot guarantee that we will retain any items in perpetuity
- We cannot provide a valuation of any items although we may be able to suggest other possible sources for such valuations

This donations policy will be reviewed as required and may be subject to change without notice

Download the Gifts in Kind Donations Form [LINK TO: collectionsdonations.pdf]

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