



## MARLBOROUGH COLLEGE

Marlborough College Library is grateful to those who make donations and offer resources for use by pupils of the College. These resources are highly valued by staff and pupils and many of those offered to the Library are added to collections across the College, including those in Houses, departments, the main library and the rare-books collection.

The Library must however be selective in the materials that we are able to accept. Constraints on space and staff resources, in regards to the processing of materials are the primary concerns. Once the Library has accepted a collection of resources, the Librarian, under direction from the Master, reserves the right to deal with the materials as deemed appropriate.

Those looking to make donations should be aware that:

- Donations and gifts made to the College are accepted at the discretion of the Council
- The College's libraries are intended for the use of Marlburian pupils, as such, materials unsuitable for consumption by this user group will not be considered
- Materials must be in a condition that is deemed acceptable and of good enough quality for inclusion in the Library's current collections
- Large collections, those numbering over twenty books, should be discussed with the Librarian before they are delivered to the College. If the donor has another link with the College, they are welcome to use this person as an intermediary
- The collection chosen to house donated materials is decided by the Librarian in consultation with the appropriate academic heads of department and on occasion the Master of Rare Books. Inclusion in a specific collection cannot be guaranteed apart from those books donated directly to specific boarding houses
- The Library reserves the right to dispose of materials, either at the time of receipt or at a later date
- Donations made to the Rare Books Collection will be covered by the College's insurance policy; however, this provision covers only the replacement cost for a lost or damaged article and not its value
- The College will be under no obligation to repair or replace a book that has been damaged or lost

It is very useful if potential donors are able to supply a list of the materials contained within a collection, as this will make the decision regarding acceptance of the collection much easier. Please be aware, that collections donated to the Library may take some time to be added to our current stock, depending on the size of the donation.

The Library will be happy to add bookplates to materials within a donated collection, should the donor wish to commemorate the donation or previous owner. If the donation is considered to be valuable enough to be added to the Rare Books Collection, we may have to forgo inserting bookplates that could damage or devalue the materials in question. The Library is unable to advise on the value of donations.

We thank potential donors for their consideration in choosing Marlborough College as the destination for their donations.

Mr J Burton

Librarian – April 2018