



## DONATIONS POLICY

The Library is happy to receive donated books, but space constraints mean that the Librarian has to be selective in what can be accepted.

The following constitute guidelines for potential donors, but they are encouraged to discuss donations with the Librarian.

- Donated books are welcomed if:
  - They fall within the subject areas currently studied by Hertford undergraduates.
  - They do not duplicate existing holdings (unless those books are heavily used).
  - They are not old or out of date editions.
  - They are in good condition (e.g. without annotations or highlighter markings).
- Donations will be acknowledged by the insertion of a bookplate in each book.
- Unwanted donations may be offered to other Oxford libraries or sold to second-hand booksellers.
- The Library cannot guarantee that donated books will be kept in perpetuity.
- The Library regrets that it is unable to accept books on temporary deposit or loan.

