

## **Gifts Policy: Statement of Principles**

The North East Religious Learning Resources Centre has throughout its history benefited significantly from the generosity of its friends and benefactors. Many important, valuable and useful gifts, and numerous donations of money to purchase library materials, have enriched both its stock and capacity to support religious education and literacy in the North East. To this day, gifts to the Resources Centre of relevant publications and resources in many formats are welcomed and encouraged. All gifts are accepted at the discretion of the Director. In so doing, the Resources Centre wishes to focus on materials that it would like to retain, and normally will not accept material which will not be added to the collections at either site.

When considering any offer to donate material to the North East Religious Learning Resources Centre, the following guidelines apply:

Donations are welcomed which fall within the scope of the Resources Centre's Collection Management Policy, if they support religious education and if they contribute significantly to the usefulness of current collection.

The Resources Centre encourages all clergy in the Dioceses of Newcastle and Durham to donate a copy of any publication written or edited by them to the Resources Centre.

The Resources Centre seeks where possible to evaluate the potential benefit of any donation in relation to supporting regional religious education and literacy.

The Resources Centre does not usually accept donations that duplicate existing stock, except in the case of core reading list materials, or any material that is out of date or in poor physical condition.

The Resources Centre aims to balance the likely value to the collection of a potential gift against the costs of cataloguing, processing, storing and conserving it. Any prohibitive delays in dealing with the regular flow of purchased library materials that acceptance of a gift could entail may also be taken into account.

Donations are accepted without obligation to the donors and on the understanding that upon receipt the material becomes the property of the the North East Religious Learning Resources Centre.

The Library will determine the most appropriate way to treat any donated material. Donations will normally be dispersed and items will be shelved with materials on the same subject or in other

sequences rather than kept in separate, discrete collections. The processing of donated material is usually, though not always, given a lower priority than that accorded to purchased stock.

Donated material is subject to the same de-selection criteria as other library materials.

The North East Religious Learning Resources Centre reserves the right to dispose of any gifts it deems unsuitable or unwanted.

Potential donors should contact the Resources Centre in advance, by e-mail, letter or telephone using the following contact details below. Please note donors may be asked for a list of the gifted materials in advance. For further advice and guidance about donating library materials contact:

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