

Great North Museum:
Hancock Library



Library Gifts Policy Statement of Purpose

From their beginnings, the library collections of the Natural History Society of Northumbria (NHSN) and the Society of Antiquaries Newcastle upon Tyne (SANT), as well as Newcastle University's School of History, Classics and Archaeology's Cowen Collection, have benefited significantly from the generosity of their members, friends and benefactors. Many important, valuable and useful gifts, and donations of money to purchase library materials, have enriched their collections. To this day, gifts of relevant publications and collection items in many formats are welcomed and encouraged.

All gifts are accepted at the discretion of the societies and the Great North Museum: Hancock's Library Co-ordinator. In so doing, the Library will focus on materials that it would like to retain and will not accept material that will not be added to the collections.

Potential donors should contact the Society to which they wish to gift in advance, by e-mail, letter or telephone using the following contact details:

Natural History Society of Northumbria

Great North Museum: Hancock
Barras Bridge
Newcastle upon Tyne
NE2 4PT
0191 208 2790
nhsn@ncl.ac.uk

Society of Antiquaries Newcastle upon Tyne

c/o SANT Honorary Librarian
Great North Museum: Hancock
Barras Bridge
Newcastle upon Tyne
NE2 4PT
admin@newcastle-antiquaries.org.uk

Cowen, Children's & Museum Collection

c/o Library Co-ordinator
Great North Museum: Hancock
Barras Bridge
Newcastle upon Tyne
NE2 4PT
0191 208 3555
library@greatnorthmuseum.org.uk

Where possible, a list of donations should be provided in advance which details the title, author, edition, year of publication, and condition. A photograph of the donation is also advised.

When considering any offer to donate material to the Library, the following guidelines apply:

- Donations are welcomed which fall within the scope of the Great North Museum: Hancock Library's Collection Policy.
- The Library seeks, where possible, to evaluate the potential benefit of any donation in relation to regional/national collection development priorities and access.
- The Library does not usually accept donations that duplicate existing stock, or any material that requires considerable conservation or repair.
- The Library aims to balance the likely value of a potential gift against the costs of cataloguing, processing, storing and conserving it. Any prohibitive delays in dealing with the regular flow of Library work that acceptance of a gift could entail may also be considered.
- Donations are accepted without obligation to the donors and on the understanding that upon receipt the material becomes the property of the society or collection to which it is being donated.
- 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 completed in collaboration with Newcastle University Library. It is therefore usually, though not always, given a lower priority than that accorded to their own purchased stock.

- Donated material is subject to the same de-selection and disposal criteria as other library materials.
- The Library reserves the right to dispose of any gifts it deems unsuitable or unwanted. In accordance with the Library Collections Policy, this could be through gift, sale or destruction.

Suggested alternative local locations, if a donation is deemed unsuitable or unwanted, are as follows:

- Amnesty Books, Newcastle
- Barter Books, Alnwick
- Keel Row Books, Whitley Bay
- Oxfam Books & Music, Jesmond
- St Oswald's Hospice Books, Gosforth
- Sunderland Literacy Aid

Please note: the above locations are suggested only and are not endorsed or affiliated to the Great North Museum: Hancock Library. Other locations will be available.