Library Donations Form

The Library may accept donations of items relevant to the University’s teaching, learning, and research activities. Before completing this form, please ensure that you have read our donations policy, which can be found at www.leedsbeckett.ac.uk. Printed copies of this policy are available from the Library Advice Points.

Details of Donation

Please provide a brief description of the contents of your donation

Number of items in donation ………………………. Item format (e.g. book, DVD) ………………………………………………….

Acceptance of items has cost and resource implications. To ensure that your donation is beneficial to the University’s teaching, learning, and research activities, please provide the following information:

Yes No

Is the item in ‘as new’ condition? □ □

We may, in exceptional circumstances, accept items which do not meet the above criteria, for example key texts which are now out of print, or works by Leeds Beckett authors. This would be at the discretion of the appropriate Academic Librarian.

Are there any additional reasons why you feel this item should be added to our collection?

Donors Details

Forenames …………………………………………………. Surname …………………………………………………. Title ………

Address ………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………… Postcode ………………………

Telephone ……………………………………… Email ………………………………………………………………………….…..

I have read The Library’s donation policy and I understand that, if accepted, donated materials will become the property of Leeds Beckett University. The Library reserves the right to dispose of items which are not suitable for our collection. These will be passed to an alternative suitable organisation for re-sale, re-use or recycling.

Signed …………………………………………… Date ………………………

Questions about donations to the collection should be directed to:

Eric Jackson, Collections and Acquisitions Manager ● 0113 812 3795 ● e.jackson@leedsbeckett.ac.uk

Staff use Form accepted by ………………………………..