

Library donation form

Please read the Library donations policy overleaf before completing this form

To be completed by the donor

Name of donor

Address of donor

.....

Email address

Telephone number

Declaration: I confirm I have read the Library donations policy. I agree that my donation will become the property of the Library. I confirm I have the right to transfer ownership of the donated material to the Library. I grant the Library the right to determine its use or disposal according to the Library donations policy.

Signed Date

Donation description

Attach a separate sheet if necessary. For larger collections of material an item list is helpful.

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To be completed by London Transport Museum staff

Donation received by

Date of receipt Initial location

Number of items / bags / boxes?

Library staff only

Library reference: DON

Action / record number(s).....

Data Protection

Your personal information will be properly safeguarded and processed in accordance with the requirements of data protection legislation. See our Privacy Policy at ltmuseum.co.uk/privacy for more information.

Library donations

Donations may only be made by prior agreement with the Library. Potential donors should write to the Library (preferably by email) providing as much detail as possible about the material they wish to offer.

Email: library@ltmuseum.co.uk

Address: London Transport Museum Library, Albany House, 98 Petty France, London SW1H 9EA

Library donations policy

Donations may only be made by prior agreement with the Library. Donations can only be accepted on the basis that the Library becomes the sole owner of the material and may at any point, now or in the future, select items for retention or disposal as it deems appropriate.

The Library cannot accept material with caveats or restrictive conditions.

Donated material placed in the Library collection will be available to all Library users.

The Library welcomes donations of books and other materials that contribute to the enrichment of the collection but may not be able to accept every offer.

In considering donations the Library takes into account:

- Whether the material fills a gap in the collection
- Physical condition of the item
- Collection strength or weakness in the subject area
- Availability of the material online or via other services
- Whether material provides added value, such as a different viewpoint or context
- Known or anticipated demand for the material
- Space requirements and future maintenance requirements for the donation

The Library reserves the right to dispose of donations as it sees fit by: offers to the Museum collection; offers to other libraries or archives; sale; or disposal.

Items not required for our collection may be passed to the London Transport Museum Friends who sell items to raise money for the Museum.

By completing this form, the donor accepts the conditions of the Library donations policy.

END