



# Book Donation Policy

Issue: 07/12/2025 | Review: Annual

## 1. Purpose of this Policy

This Library Book Donation Policy sets out the terms under which the Surrey Poet Laureateship (“we”, “our”, “the Organisation”) may accept donations of physical or digital books for inclusion in the Surrey Poetry Library. This policy ensures donations are handled fairly, transparently, and in accordance with UK legal and administrative standards.

## 2. Donation Form Requirement (Applies to All Donations)

All donations, physical or digital, must be accompanied by a completed Library Book Donation Form.

This form must be submitted either:

- Digitally, through our official online submission process, or
- In person, when visiting the Surrey Poetry Library.

### 2.1 Physical Donations Sent Without a Donation Form

Any physical books or materials sent to our postal address without a completed donation form will not be reviewed or accepted into the Library. If you are filling your donation form out online, please include a note inside your package which includes your name.

Unaccompanied items will be:

- Recycled, or
- Reallocated elsewhere (e.g., to charity or community partners)

We cannot guarantee the return of unsolicited donations.



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## 3. Eligibility of Donations

We welcome donations that support our mission to champion poetry, creative writing, and literature across Surrey, including:

- Traditionally published works
- Self-published manuscripts (digital or physical)
- Digital books where rights and permissions allow

All donations are subject to the discretion of the Surrey Poetry Librarians.

## 4. Submission of Physical Donations

Physical donations may be posted to:

*Surrey Poet Laureateship – Library Donations*

*The Literary Institute*

*51 High Street*

*Egham*

*Surrey*

*TW20 9EW*

*United Kingdom*

### 4.1 Submission Conditions

- A completed donation form is required before or at the time of submission.
- Sending physical donations to this address does not constitute acceptance.
- Items sent without a donation form will be recycled or redirected.



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## 5. Submission of Digital Donations

### 5.1 Published *Digital Books*

Digital books published by a third-party publisher must include a signed letter from the publisher confirming:

- Approval of the donation
- That the donor holds the necessary rights
- That the Organisation may store and display the work for cultural and educational purposes

### 5.2 *Self-Published Digital Manuscripts*

Self-published authors may submit digital works without publisher approval, provided they confirm they hold full rights.

A completed donation form is still required.

## 6. Ownership, Rights, and Legal Considerations

### 6.1 *Transfer of Ownership (Physical Items)*

Once a physical item is formally accepted, it becomes the property of the Organisation.

### 6.2 *Licensing of Digital Items*

Digital donors grant the Organisation a non-exclusive, royalty-free licence to store and make the work accessible for cultural and educational purposes.

### 6.3 *Copyright Responsibility*

Donors are responsible for ensuring legal rights to donate the material.



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## 7. Digitisation of Donated Works

### 7.1 *Published Works – No Digitisation Without Consent*

We cannot digitise any published physical book unless:

- The publisher (or rights holder) provides explicit written consent.

### 7.2 *Self-Published Works – Conditional Digitisation*

For self-published manuscripts, a digital copy may be created only where:

- The rights holder provides written consent, and
- The Librarians approve the digitisation

Digitisation is not automatic.

## 8. Evaluation and Acceptance Criteria

Donations are evaluated based on:

- Relevance to the Library's mission
- Literary merit and suitability
- Condition and format
- Duplication
- Space and resource considerations
- Rights and permissions

Decisions are final.

## 9. Handling of Unaccepted Donations

If a donation is not accepted:

- Physical: We may return it (donor pays postage) or recycle it.



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- Digital: Files will be securely deleted.

Physical donations received without a donation form are automatically recycled or reallocated.

## **10. No Financial Compensation**

Donations are voluntary and unpaid. We do not provide valuations or tax receipts.

## **11. Amendments to this Policy**

We may amend this policy at any time. The latest version will be available on our website.

## **12. Contact**

For questions or clarification:

[info@surreypoetlaureateship.org](mailto:info@surreypoetlaureateship.org)