



# 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. 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 assessed by our appointed Surrey Poetry Librarians, who retain full discretion regarding acceptance.

## 3. Submission of Physical Donations

Physical book donations may be sent to:

Surrey Poet Laureateship – Library Donations

*The Literary Institute*

*51 High Street*

*Egham*

*Surrey*

*TW20 9EW*

*United Kingdom*



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Sending items to this address does not constitute acceptance into the Library. All items will be reviewed in accordance with Section 6.

## 4. Submission of Digital Donations

### 4.1 Published Digital Books

Digital books published by a publishing company must be accompanied by an official letter from the publisher confirming:

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

### 4.2 Self-Published Digital Manuscripts

Self-published authors may submit digital works without publisher approval, provided the donor confirms that they are the rights holder.

## 5. Ownership, Rights, and Legal Considerations

### 5.1 Transfer of Ownership (Physical Items)

Physical items accepted into the Library become the property of the Organisation. We may catalog, store, loan, display, retain, or responsibly dispose of the item in accordance with our collections processes.

### 5.2 Licensing and Rights (Digital Items)

Donors of digital works grant the Organisation a non-exclusive, royalty-free licence to store, display, and make the material accessible to library users for non-commercial purposes.



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## 5.3 Copyright Compliance

Donors are responsible for ensuring they have the rights to donate the material. The Organisation accepts no liability for copyright infringement associated with submitted materials.

## 6. Digitisation of Donated Works

### 6.1 Published Works – No Digitisation Without Consent

Where a physical book is donated and is traditionally published, the Organisation will not create a digital copy of the work unless:

- Explicit written consent is provided by the publisher (or the rights holder), and
- All copyright considerations are fully addressed.

In the absence of such consent, the work will only be held and made accessible in its original physical format.

### 6.2 Self-Published Works – Conditional Digitisation

Where a self-published manuscript is donated (physically or digitally), the Organisation may consider creating a digital copy only where:

- Written consent is provided by the rights owner;
- The donor confirms they hold full copyright;
- The intended digital use aligns with the Library's educational and cultural mission.

Digitisation will not occur automatically and is subject to Librarian review.



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## 7. Evaluation and Acceptance Criteria

All donations, physical and digital, will be assessed based on:

- Relevance to our mission and collections
- Literary merit and suitability
- Condition and format
- Duplication
- Space and resource considerations
- Rights and permissions

Decisions are final, and we are not obliged to provide reasons for rejecting a donation.

## 8. Handling of Unaccepted Donations

If a physical donation is not accepted:

- We may offer to return it (donor pays postage), or
- We may responsibly recycle or reallocate it.

Digital submissions not accepted will be securely deleted.

## 9. No Financial Compensation

Donations are voluntary and non-remunerated. We do not provide valuations or tax documentation.

## 10. Amendments to this Policy

We may amend this policy at any time. The most recent version will be published on our website.



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Poet Laureateship**



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## 11. Contact

For questions regarding donations, digitisation, or rights, please contact:  
[info@surreypoetlaureateship.org](mailto:info@surreypoetlaureateship.org)