



Material donated to IOM3 Library

The Library accepts donations for the development of the collection. Especially valuable are books which fill existing gaps in the collection and that have relevant content. Donations are evaluated so that the total collection maintains high quality, consistency, and relevance to the needs of the Institute.

The Library will accept issues of relevant journals if they fill gaps in existing runs. Duplicates of titles already held are not normally added, although the Library aims to hold two copies of Institute publications. Other factors, such as condition, publication date or subject matter may eliminate some journals or books from consideration.

Due to space limitations, not all donations can be added to the collection. To avoid unnecessary time and transfer costs spent, a list of the donation offer will be welcome as a first step, and a spreadsheet template for listing authors, titles and other details can be provided upon request.

When, after receiving a donation and for any reason it is not added to the collection, or it is decided later that it is no longer relevant it may be disposed of. Donations generally cannot be returned, nor can we guarantee they will be kept together where it is more beneficial for the items to be interfiled with existing stock.

The Librarians are unable to place a monetary value on a donation.

I am*/We are* pleased to donate material for consideration for retention by the IOM3 Library or Archives of the Institute of Materials, Minerals and Mining.

This material is a) unlisted* or b) listed*.

If any or all of the material is not required by the IOM3 Library or Archives, it may be discarded or otherwise disposed of at any time without further reference to or claim by me.

Signed
Name
Company
Address
.....
.....
Email
Date

*Delete as appropriate and attach list if available.