



RCSI

RCSI Library Heritage Collections Acquisitions Policy

The RCSI Heritage Collections are continuously advancing and expanding its collections to cover the history of surgery and medicine in Ireland. The Heritage Collection's mission is to collect, catalogue, preserve and make available to researchers the wealth of knowledge held within the Heritage Collections of the Royal College of Surgeons of Ireland.

Over centuries RCSI and its library have benefited by bequests of collections of books, private papers and memorabilia. Such gifts, as well as financial donations to support the purchase, storage, cataloguing or conservation of the collections, are always welcome.

We will accept, subject to certain conditions outlined below, books, records, personal papers or artefacts relevant to the history of RCSI or people associated with RCSI as well as materials with a focus on any aspect of surgery and its development in Ireland or works by Irish surgeons or surgeons based in Ireland. Papers, records, books and artefacts of general surgical or history of surgery interest or Irish medical interest may also be considered. We will also consider digital images, papers and records within the scope of the heritage collections in specified formats.

Conditions of Acceptance:

- All donated material becomes the property of RCSI.
- RCSI reserves the right to retain or dispose of donated material in accordance with collection development policies.
- Donated material in poor condition, duplicate items or material outside the scope of our collection development policy is subject to disposal, and, where appropriate, recycling.
- With the exception of items with a direct RCSI connection or Irish surgical focus the cataloguing of donated material is as resources permit.
- RCSI does not undertake to incur costs for the maintenance or conservation of donated material.
- Non-exclusive rights are assigned to RCSI by copyright holders to enable library staff to digitise selected original source materials with the objectives of preserving and providing access to the collections for research and other purposes. Donors who are copyright holders include authors of letters, diaries, and manuscripts; photographers; artists; and similar.
- A donor agreement form is completed and signed as a record and receipt of the donation.



RCSI

RCSI Acquisitions Policy Agreement Form

Your donation to RCSI is most welcome and appreciated.

I have read the RCSI Conditions of Acceptance and I agree to the conditions on which my donation is accepted by the RCSI.

Donor's Signature _____

RCSI Signature _____

Date: _____

Donor Details:

Name _____

Address _____

Telephone _____

Email _____

Relationship to RCSI _____

Donation Details

Type, description, and approx size of donation

Received By:

Department:

Date: