



ANNUAL REPORT DONATIONS: PROCEDURE FOR SCORE

Stage 1

The SCoRe website will direct prospective donors straight to the Annual Reports Collection Manager (ARCM) at the BL.

Any SCoRe library approached by a potential donor will direct the enquiry to the BL's ARCM.

The BL ARCM will contact the donor to establish what the "bottom line" of the offer is by confirming:

- Exactly what is on offer, how well it is recorded, how it is arranged, how it is stored, how accessible it is
- Is it offered as a whole collection or is "cherry picking" possible?
- Timescales and deadlines*
- Will the donor provide any of the resources needed (record checking, packing, skips, postage, transport, etc.) to transfer material to a SCoRe library site?
- Special conditions attached to the donation

This information must be provided by donor and will be properly recorded.

The intention is that SCoRe member libraries can make an informed decision and that we minimise the scope for misunderstandings between donor and receiving library at a later stage in the process.

If the BL is unable to collect this information from the donor they will reserve the right not to manage the donation.

Stage 2

BL's ARCM will communicate the offer and the "bottom line" information to all SCoRe members with a closing date for expressions of interest. If the donor has expressed a preferred recipient then this will be indicated.

All SCoRe members will be asked to respond by the closing date indicating whether or not they are interested in the donation.

Out of those interested, a preferred taker will be agreed (by negotiation between the members and with reference to the donor if more than one member makes a strong expression of interest). The preferred taker will then be offered the opportunity to take the donation.

Stage 3

At this point responsibility for managing the donation will pass to the preferred taker.

Selection, transfer arrangements, resourcing and costs, future ownership issues, etc. are the responsibility of the SCoRe member library taking the donation and they must deal directly with the donor. Once the process is complete, the SCoRe member will inform BL ARCM who will ask the donor if he considers the donation process complete.

Stage 4

If donor still has material to offer and any other SCoRe member is still interested, the process will repeat.

If there is no other interested SCoRe member and if donor still wants to find a home for its material, the BL will ask SCoRe partners to suggest potential homes and will pass on any suggestions to donor. However, the BL & SCoRe commitment to donation process will then be at an end and this will be made clear to donor in suitably worded communication sent by BL on behalf of SCoRe.

***For donations offered with a tight deadline**

We suggest that a tight deadline be defined as a circumstance where there are fewer than 10 weeks between the donor's first contact with the BL and the date by which the material must be relocated.

In such circumstances the BL is willing to take the initiative and do the best we can in the time available. However, the BL asks our partners to acknowledge

- that it may not be possible to follow the agreed SCoRe disposals procedure in these circumstances
- that the BL may instead select and approach individual SCoRe member libraries.

If for any reason the BL is not able to manage such a donation, they will appeal for a SCoRe partner to respond in our place. If no partner responds then donation will be given up.

Sue Ashpitel
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