

## Cheltenham Local History Society – Donations Policy

This Policy relates to donations (both financial and non-financial) into the Society and is intended to provide a framework both to guide potential donors and any decisions that need to be taken by the CLHS Committee.

The general principles underpinning the policy on **financial donations** are:

1. All donations must be supported by a **record of the amount, name and contact details of the donor**.
2. In **cases where donations are made anonymously** strict privacy protection protocols are put in place.
3. **Donations for specific purposes** should only be accepted at the discretion of the Committee, other than appeals for funds initiated by the Committee.

The general principles underpinning the policy on **non-financial donations** (i.e. books, documents, objects, etc) are:

1. In **cases of unique material of historical interest**, the Society will work with relevant individuals and organisations to ensure its safe transfer to the appropriate repository. In the majority of cases, this will mean transferring it into the collections of Cheltenham Local Studies library, the Gloucestershire Archives, or The Wilson.
2. In **cases of duplicate material of core interest to historical research on Cheltenham**, while the Society aims to make any useful material, including donated books added to its library, available to its members in a convenient and accessible way, its restricted storage facilities which rely solely on the goodwill of its members, means that it cannot keep all donated material and, therefore, has to prioritise what is kept based on an understanding of members' interests balanced against a knowledge of what is already easily accessible to them.
3. In cases of **books of general historical interest**, these will usually be offered for sale via the Society's donated books 'shop'.
4. In **cases of material that relates to the history of the Society itself**, there is a policy of routinely transferring material older than 10-15 years to the Gloucestershire Archives, whilst the Committee maintains a small 'working archive' of useful (increasingly digital) material that may be accessed more readily.
5. Donations may be either with, or without, **Gift Aid**, subject to the completion of a Gift Aid declaration.
6. Following the above principles, in **cases where material can no longer be kept by the Society**, it may be offered for sale via the Society's donated books 'shop', or recycled or donated onwards at the discretion of the committee.

This policy will be reviewed every two years.

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