

# Donations Policy

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Hull History Centre is a partnership between Hull City Council and the University of Hull. The City Council's obligations to the partnership are administered and delivered on its behalf by Hull Culture & Leisure Ltd a wholly owned Hull City Council company. The partners aim to provide a seamless service to stakeholders and the following should therefore be read as applying to both partners unless otherwise stated.

## **1. Remit and assurances**

Access to Hull History Centre is free of charge. Both Hull City Council and the University of Hull are committed to maintaining free access. However we do invite users and supporters of our work to make donations to support the work of the Hull History Centre.

Money given will be ring-fenced to the Hull History Centre and will be spent to add value to the work of the History Centre. It will not be spent to support any other service in Hull Culture and Leisure, the City Council or the University. It will not be spent on the core functions of the Hull History Centre, such as staff salaries, utilities, or repairs and maintenance.

Donations of manuscripts, books or other material to add to our collections are dealt with in our Acquisitions policy.

## **2. Adding Value**

Donations will support the service through expenditure which adds value to the Hull History Centre and which cannot be met through normal means by the partners. This may include, but is not be limited to:

- I. Purchase of exceptional archival items or collections for which other sources of funding are not available or as contribution to match funding to lever grant funding.
- II. Conservation work on History Centre collections for which other sources of funding are not available or as contribution to match funding to lever grant funding.
- III. Purchase of equipment, fixtures or materials which enhance service provision or the environment of the Hull History Centre but which would not be met from ordinary expenditure.
- IV. Engagement activities, projects, exhibitions or equipment to support them.

## **3. Administration of donations**

The donations fund is administered by Hull Culture and Leisure on behalf of the Hull History Centre partnership. Spending of donations will be made on the suggestion of, and consultation with Hull History Centre staff.

Information will be made available on the Hull History Centre website about the amount of money raised and what it has been spent on. Where individuals, groups or organisations wish to give a sum of money over £500 we will expect to make the donation and the name of the donor public, unless anonymity is specifically requested.

A donations box is located in the Hull History Centre. Adjacent signage reminds visitors that entry is free and outlines the uses to which their donation will be put.

#### **4. Review**

**Under review January 2025**

This policy will be reviewed every two years.

Last updated: 28 September 2016

To be reviewed September 2018