**RCSI Heritage Collections Purchasing Policy**

**Scope**

RCSI library collects 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 and medics abroad 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.

**Acquisition**

Materials are acquired through donations, gifts and bequests. In rare circumstances materials within the scope of the collections will be acquired through purchase following the procedure below.

**Procedure to Purchase**

* Notify the archivist at [archivist@rcsi.ie](mailto:archivist@rcsi.ie) if a relevant historical item becomes available for purchase. Include as much information about the item as possible e.g., price, description, provenance, auctioneers catalogue etc.
* The archivist will assess the item, consult with key stakeholders including the Estates Department, and make a recommendation based on the historical value of the item to the Chief Librarian.
* Depending on the purchase price the Chief Librarian will either authorise purchase from the antiquarian book sale fund or seek the final approval of the CEO and/or Director of Finance.
* Intended purchase of any items for sale by auction requires the advance approval of the CEO and the Director of Finance.

Approved by SMT April 8th, 2014