



Tablelands Regional Library Service

Donations Policy

Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>	Version:	2
Identifier:	CCS 2.2.4	Policy Section:	Library Services
Date Adopted:	17 November 2015	Review Date:	17 November 2018
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1. POLICY INTENT

To define the conditions relating to the donation of materials to the Tablelands Regional Library Service

2. SCOPE

This policy applies to all Tablelands Regional Library Service donations made voluntarily by external parties.

Active solicitation of donations by Council is out of scope and is not allowed by this policy.

3. DEFINITION

'Donation' refers to item/s that are freely and unconditionally given to the Tablelands Regional Library Service by the owner, or an authorised person.

4. POLICY STATEMENT

Council welcomes voluntary and unsolicited donations from the public. This policy acknowledges that although donated items are 'free', there are costs to the Library involved in processing materials and adding them to the collection.

5. POLICY OBJECTIVES

The objectives of this policy:

- to ensure members of the public understand what happens to their donations.
- to ensure donations remain within the bounds of Library and staff resource management

6. DONATION TYPES

6.1 Unsolicited Donation

Unsolicited material presented or sent to the library. These donations may be handed to library staff, placed in the Returns Chute or left outside the Library building

6.2 Memorial Donations

Memorial or formed collection donations are voluntary donations of specific or formed collections following negotiation with the Tablelands Regional Library Service

It is usual for the Coordinator Libraries or Senior staff to be contacted for discussion prior to the donation being made. The discussion is not for the purpose of TRC soliciting donations but to ensure the needs of the library align with the proposed donations by the customer.

Formal acceptance of such donations is given by the Coordinator Libraries.

6.3 Monetary donations

All monetary donations will be used for the purchase of new equipment or materials as agreed between the Coordinator Libraries and the Donor in writing.

7. MATERIAL DONATIONS

The Tablelands Regional Library Service welcomes voluntary donations that meet the selection criteria and which are offered without conditions.

The Coordinator Libraries reserves the right to accept or reject donations of materials.

All accepted donations become the property of the Tablelands Regional Library Service and may be distributed as required.

As such, donated items are not returnable and the library reserves the right to evaluate, use or dispose of the materials as it deems appropriate.

Donations that do not align with the needs of the library or are not of a standard quality may be rejected.

7.1 Acceptable Materials

- Fiction: New quality fiction, less than 2 years old, and in excellent condition.
- Non-Fiction: less than 2 years old, unless it adds value to the subject area

- Literary classics: any age but in good condition
- DVDs: 2 years old; classics and undamaged with original cases.
- Ex rental or X rated DVDs will not be added to the collection
- Music CDs: less than 2 years old and in excellent condition.
 - Classic recordings will be accepted if they are in good condition.

7.2 Unacceptable material

- Unnecessary duplicates of the library collection
- Dated, superseded, yellowed, damaged, pest infected or musty items
- Defaced material
- CD-ROMS
- Video cassettes
- Illegal or bootleg CDs or DVDs
- Condensed books
- Text Books
- Newspapers
- Periodicals
- Encyclopaedias

8. MEMORIAL DONATIONS

The acceptance or purchase of materials for memorial donations from individuals, institutions or community organisations will be arranged with the Library Coordinator according to the requirements of the Library's Collection Development policy.

Memorial donations too badly damaged for further use, outdated or beyond the requirements of the Library's Collection Development Policy will be discarded at the discretion of the Coordinator Libraries.

An acknowledgment of all memorial donations will be made to the Donor and moneys donated will be officially receipted with a Council receipt.

9. LOCAL AND FAMILY HISTORY DONATIONS

The library accepts archival material that meets the needs of the Local & Family History Collection Development Policy.

- Items will only be accepted without encumbrances, and where they are relevant to the scope of the Local and Family History collection.
- Photographs will be accepted as donations if the material relates directly to other material in the Local and Family History collection.
- Where possible, it is expected that photographs will be individually captioned with the subject, date, names of any individuals pictured in the photograph.
- The library reserves the right, under special circumstances, to dispose of materials at a later date.

10. DONATION FORMS

Tablelands Regional Library Service does not accept material that is not accompanied by a signed donation form

11. DONATION PLATES

Donations will be acknowledged with a donation plate, only if requested

12. DISPOSAL OF DONATIONS

Disposal of items that do not meet collection guidelines is left to the discretion of library staff.

The Coordinator Libraries reserves the right to discard donations at any time and by any means

Discarded resources may be:

- sold to the public
- offered for sale to second hand booksellers
- forwarded to other libraries
- given to approved community organisations
- discarded

13. ASSOCIATED DOCUMENTS

- Tablelands Regional Library Service Collection Development Policy
- Donations Policy Handout

14. REVIEW

It is the responsibility of the Coordinator Libraries to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as required.

15. DISTRIBUTION REGISTER

Date	Issue No.	Copy No.	Issued To	Copy Type

This policy is to remain in force until otherwise determined by Council.