



## DONATIONS POLICY

Donations of books, DVD's and other suitable materials are gratefully received by Central Otago District Libraries with the following guidelines:

- It is assumed by Central Otago Libraries that the donor has authority to dispose of the offered items.
- Donated items become the property of Central Otago District Libraries and are not returnable.
- Donated items are subject to Central Otago District Libraries' usual selection criteria.
- Items are donated to Central Otago District Libraries and may be housed at any of its branches, but will generally be placed in the branch at which it was donated.
- Donated items intended for the collection must be in good condition and suitable for library use.
- Printed materials such as books, audio visual materials such as DVD's, talking books and CD's, items of local interest such as letters or diaries are accepted.
- Material not usually accepted include damaged or worn items, newspapers, encyclopaedias and textbooks, abridged books, items more than 5 years old (except where their information is still relevant to the community or they are for inclusion in the McArthur Room collection). Such items may still be donated for inclusion in the libraries' book sale.
- Donated items are subject to Central Otago District Libraries Deselection Policy, reserving the right to dispose of any unrequired items through their annual book sale, by donation to charity or other means as deemed appropriate.
- Donated items will have DONATION added in the Staff Notes field of the catalogue record. The value is recorded as \$10.00.

Use the Acknowledgement of donation form if requested.



**Acknowledgement of donation:**

Central Otago District Libraries welcomes donations of items from community members and thanks you for your offer.

In donating this/these item/s you acknowledge that:

- You have authority to dispose of the offered items.
- Items become the property of Central Otago District Libraries and are not returnable.
- Items are subject to Central Otago District Libraries' usual selection criteria and may be used in any of the branches.
- Donated items are subject to Central Otago District Libraries Deselection Policy, reserving the right to dispose of any unrequired items through their annual book sale, by donation to charity or other means as deemed appropriate.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Donation Slip**

**Date:** \_\_\_\_\_

**Name of donor:** \_\_\_\_\_

**Address/email/phone number:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Title of item:** \_\_\_\_\_

**Donation Slip**

**Date:** \_\_\_\_\_

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**DONATIONS POLICY READ and UNDERSTOOD FORM**

LIBRARY \_\_\_\_\_

