

## **DUNEDIN PUBLIC LIBRARIES**

### **DONATIONS POLICY 2016 – OPERATIONAL COLLECTIONS**

#### **SCOPE**

This policy covers the general collections of Dunedin Public Libraries. A separate policy will cover Heritage and Archive Collections. It is based on the Collection Development Policy 2016, which states that:

#### **22. Gifts and Donations**

22.1 *Gifts and donations are gratefully received by the Library, and may on some occasions be actively sought. Their retention, however, is subject to the judgement of relevant Collection Specialists. The Library reserves the right to make decisions concerning suitability for the collections, and acceptance will be guided by the Donations Policy 2016.*

22.2 *The Library may negotiate with potential donors the conditions of ownership, housing, access, and disposal. Donors may request receipts and printed information about the Library's donations policy.*

22.3 *Significant gifts may be acknowledged by individualised or form letters, and book plates inserted, where appropriate.*

#### **1. Collection Scope**

Collection scope is guided by the Collection Development Policy.

#### **2. Collection Management**

- Items are accepted by the Library on the understanding that the donor has the authority to dispose of the items in this way.
- Donated items become the property of the library and are not returnable.
- Decisions to accept donated items take into account the normal selection criteria used by the library and take into account the costs associated with processing and housing the item and include costs likely to be incurred in repairing worn or damaged items.
- Where donations are especially large or significant, a formal written agreement states all the conditions of the donation.
- The library is careful to accept items that are in good condition and are suitable for library use. Rare and valuable items will be referred to the Heritage Librarian for assessment and inclusion in the Heritage Collections, if appropriate. Decisions on donations may be made in consultation with the Collection Development Team Leader, Collection Specialists, the Manager Collections and Access and /or the Group Manager Arts and Culture, as appropriate.
- Financial gifts and bequests for the purpose of establishing, expanding, or maintaining library collections, or for improving access by adding technological enhancements, are welcomed. Decisions on acceptance and any conditions relating to gifts and bequests will be made in consultation with the Manager Collections and Access and the Group Manager Arts and Culture.

#### **3. Selection Guidelines**

The Library will not perform appraisals of donated materials.

Material not normally accepted as donations include the following:

- Magazines and newspapers
- Reader's Digest abridged books
- Textbooks
- Encyclopaedias
- Material more than five years old
- Damaged, worn materials

**4. Deselection**

Donated items may be deselected, using the criteria that applies to purchased materials as detailed in the Collection Development Policy

**5. Formats**

Books, talking books, CDs and DVDs are accepted.

**6. Preservation and Repair**

Donated items will usually be treated to the same standard as purchased materials.

**7. Review**

This policy will be reviewed within five years.

Endorsed by Senior Management Team 2016