

# LIBRARY SERVICES

Sutherland Shire  
COUNCIL



## DONATIONS

### POLICY

*The following policy statement is an extract from the Sutherland Shire Libraries Collection Management Strategy*

The Library will accept donations on the understanding that they will become the property of the Library and as such the Library reserves the right to evaluate, use or dispose of the materials as it deems appropriate. Once donated ownership is transferred to the library and as such items are not returnable.

Disposal of items which do not meet the collection criteria is left to the discretion of library staff. Discarded resources may be:

- sold to the public
- sent to the paper recycling depot
- forwarded to other libraries
- given to approved organisations

There is to be no coercion on the part of the donor imposing conditions relating to any gift either before or after its acceptance by the Library. A bookplate acknowledging the donation may be inserted at the discretion of Library staff. Unsolicited donations may be rejected.

### GUIDELINES

Donated books must be in **excellent** condition.

The Library will accept a maximum of 20 books.

The Library may reject any titles we do not consider suitable at the discretion of the staff.

#### **ACCEPTABLE**

Fiction  
Biographies  
Travel guides (less than 5 years old)  
HSC guides and texts  
Art and craft  
Cooking  
Gardening  
Military / War histories  
CDs & DVDs

#### **WILL NOT BE ACCEPTED**

Books in other languages  
Computer books  
Encyclopaedias  
Guinness book of records  
Medical books  
Text books  
Magazines