

**MANAGEMENT GUIDELINES FOR**  
**LIBRARY GIFTS IN KIND DONATIONS**

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COMMITTEE:	Strategic Leadership Team	PASSED:	22 October 2015
TOPIC:	Operating Policies	AMENDED:	28 April 2022
		REVIEW PERIOD:	Every 10 years or as required.

**MANAGEMENT GUIDELINES**

The Library welcomes gifted materials which can help to enhance our collections and services.

The Library is interested in materials in excellent condition from the following categories:

- New and recently published books
- CDs, DVDs and Blu-rays that are in good condition and of current interest
- Items that will enhance our Chinese, French, Korean, Persian and Spanish language collections
- Puzzles that are complete and in good condition

**The Library does not accept:**

- Books published more than 5 years ago
- Magazines
- National Geographic
- Textbooks
- Encyclopaedias
- VHS videocassettes
- CD Roms
- Unlicensed copies
- Outdated computer books
- Items that are damaged, mouldy, yellowed or marked material

**RELATED POLICY**

- COLLECTION POLICY