

MANAGEMENT GUIDELINES FOR

LIBRARY GIFTS IN KIND DONATIONS

COMMITTEE:	Strategic Leadership Team	PASSED:	22 October 2015
TOPIC:	Operating Policies	AMENDED:	
		REVIEW PERIOD:	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 Persian, Chinese, French and Spanish language collections

The Library does not accept:

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- Outdated computer books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

RELATED POLICY

- COLLECTION POLICY