

Donations Policy

April 2008



Donations Policy

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1. Policy Statement

Christchurch City Libraries is pleased to receive donations for its collection. Donations are an important part of the development of the library collection, particularly for building the archives and permanent collections.

As donations incur processing costs if they are added to the collection, or disposal costs if they are assessed as being unsuitable for its collection, the Library is careful to only accept donations which are likely to be used by customers or that are unique or important items suitable for deposit in the archives and permanent collections.

Christchurch City Libraries mission is to provide quality resources and services to meet residents needs for knowledge, recreation and information. Content development criteria, as outlined in the Content Development Policy, determine the resources that are added to the collection. These same criteria are applied to both purchased and donated resources.

If a donation is accepted for the general collection, it will be processed and located at one of the Library's network locations. Items located in the general collection will be managed accordingly, ultimately being withdrawn from the collection when they are no longer suitable for library use.

Donations assessed as having heritage value will become part of the Library's permanent collections or archives.

Review:

The Donations Policy will be reviewed every three years.

2. Scope

2.1 General Collection

Donations accepted for the general collection will meet the criteria outlined in the Content Development Policy.

In addition, donations would:

- Be in good physical condition
- Have current content

- Have relevance to the residents and ratepayers of Christchurch City Council
- Be in a format currently being used by Library customers

Donated items that are not considered acceptable for the collection will be put in the Library's book sale.

2.2 Permanent Collections and Archives

Donations accepted for the permanent collections and archives will meet the criteria outlined in the Content Development Policy and the Permanent Collection Policy. These collections, particularly archives, rely more heavily on donations for collection building.

In particular the library seeks donations for these collections that:

- Provide a local social history of Christchurch
- Provide a record of local and community organisations, societies and clubs
- Relate to Christchurch City Libraries

Christchurch City Libraries is committed to working collaboratively on a local, regional and national basis. Where donations do not match the content scope of the Library but could potentially match the scope of another collecting organisation, Christchurch City Libraries will endeavour to provide this information to donors so that alternative suitable deposit can be pursued.

2.3 Collection scope

Donations considered for the collection will cover all formats. Possible formats include online resources, books, magazines and newspapers, manuscripts, photographs and audiovisual resources.

Collection scope for the general collection is guided by the Content Development Policy and for the permanent collection by the Permanent Collection Policy.

3. Terms of Donation

Terms of donation required to be clarified with potential donors are:

- Donor has read this Donations Policy and accepts the conditions
- Donated items that are not considered acceptable for the collection will be put in the Library's book sale
- Some items may be of a specialised or valuable nature. If the donor wishes to reclaim these items should the Library choose not to accept them for the collection, the donor must make this clear at the time of donation. It will then be the donor's responsibility to collect the items from the Library.

Information about suitable donations and the process the Library uses will be available for customers in a variety of languages.