

Donations policy – General and Heritage collections

June 2020

Overview:

Christchurch City Libraries provides quality resources and services to connect people, inspire discovery, and enrich communities. The Content Development Policy documents the principles and strategies for developing and managing the collections held by the Library, and the criteria used to determine what is added to, and removed from the collection. This criteria applies to both purchased and donated resources.

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

As donations incur processing and storage 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 are unique or important items suitable for deposit in the archives and permanent collections. Details of any large quantities of donations are to be discussed with collection experts before being accepted.

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 It will be withdrawn from the collection when it is no longer suitable for library use.

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

Scope:

The Content Development Policy and Permanent Collection Policy guide the collection scope for both the general and permanent collections.

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

1. General collection:

In addition to the criteria outlined in the Content Development Policy, donations must

- Be in excellent physical condition
- Hold current content and likely to be out of print
- Fill gaps in series already held in the collection
- Have relevance to the residents of the city
- Be in an existing format used by Library customers
- Be in a language offered in the World Languages collection
- Be published within the last five years in the case of world language material

2. Heritage collections:

Donations accepted for the Heritage collections and archives will meet the criteria outlined in the Content Development Policy and the Permanent Collection Policy. In particular, the Library seeks donations that

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

Library archivists and digital content specialists assess donations for digitisation. With the appropriate permission, there is an option for original material to be returned to the donor, after it has been digitised.

The Library is committed to working collaboratively on a local, regional, and national basis. Where donations do not match the content scope of the Library's collection, but could potentially match the scope of another collecting organisation, the Library will endeavour to provide this information to the donor.

Terms of donation

The donor understands and accepts the terms of donation as specified in this policy:

- The criteria under which donations are accepted
- Donations are assessed by collection experts for their suitability to be added to the collection
- Any donations considered unacceptable will be sent to the Library's Booksale, or disposed of
- Donations of a specialised or valuable nature are likely to have New Zealand content and considered as additions to the permanent Heritage collection. If after assessment a donation of this nature does not meet the criteria, the donor will be advised and invited to collect it.
- In most instances, donations becomes the property of the Library.
- Unsolicited material received by the Library is treated in the same way as donations