

CORANGAMITE REGIONAL LIBRARY CORPORATION

DONATIONS POLICY

The Corangamite Regional Library Corporation (CRLC) accepts and appreciates donations. However, CRLC reserves the right to:

- Transfer or re-allocate material around the region
- Offer material to other agencies should material be considered inappropriate
- Sell inappropriate material unsuitable for inclusion in the collection
- Discard inappropriate material unsuitable for inclusion in the collection
- Reject materials that fail to meet the criteria stated below

Donated materials need to meet the following criteria before being added to the collection:

- Availability for loan
- Comply with selection guidelines for specific collections
- Meet the following criteria relating to the material's physical condition and age:
 - * Materials added to the collection will have no watermarks; mildew; blemishes; loose, torn, missing or yellow pages; broken binding etc.
 - * Hardback items require the inclusion of undamaged dust jackets
 - * Textbooks are required to have a publication date of less than three years
 - * Paperback items require a publication date of less than five years
 - * Magazines require a publication date of less than two years
 - * DVDs, CD-ROMs and other media are required to be topical, in good condition, complete with cover and label. The format is to be compatible with the CRLC collection. Generally, the item is required to be produced in the last two years,

Exceptions:

- * Australian materials may be exempt from some criteria
- * Certain library materials may be exempt from the above criteria whereby an item is considered appropriate or the library has no holdings

No valuation of donated materials will be made. Library staff are not experienced in valuation. Acknowledgement of donations accepted will be made upon request

Donations will generally be re-allocated to the service point of origin.