

Bundaberg Regional Library Service Donations Governance Policy

GP-3-060

Rev. No. 1

1.0 INTENT

To define the conditions relating to the donation of materials to the Bundaberg Regional Library Service.

2.0 SCOPE

This policy applies to all persons donating materials to the Bundaberg Regional Library Service.

3.0 POLICY OBJECTIVES

The objectives of this policy are:

- a) to ensure members of the public understand what happens to their donations.
- b) to ensure donations remain within the bounds of Library and staff resources.

4.0 POLICY

This policy acknowledges that although donated items are 'free', there are costs to the Library involved in processing materials and adding them to the collection.

4.1 Acceptance of donations

All donations will be gratefully accepted.

4.2 Handling of donations

Donated materials will be:

- added to the Library's collection; or
- stored for a future Library book sale; or
- passed on to Council's recycling facility; or
- passed on to the State Library of Queensland (foreign language materials).

5.0 CONTROLS

Not applicable.

6.0 EFFECTIVE FROM

The Bundaberg Regional Library Service Donations Governance Policy was adopted by Bundaberg Regional Council on 8th July 2008 (Item H3).

This Policy is effective from 5th August 2008.

7.0 ASSOCIATED DOCUMENTS
Not Applicable