

Willoughby City Library Donations Guidelines

Willoughby City Library accepts small quantities of quality donations which then become the property of the Library. If not added to library stock they will be put into library-sponsored book sales or recycled. **Library staff can refuse to accept donations that do not meet the criteria listed below.**

The following selection criteria are applied to donations:

Condition

Items must be in very good condition and therefore materials that are damaged or defaced are not suitable for inclusion in the collection. We do not accept books with browning, foxing or stained pages; loose pages, or spine damage.

Currency

Items must not be older than 3 years. Textbooks will not be accepted.

Children's and Young Adult Collections

The library does not accept any English language children's and young adults' items as donations.

Community Language Collection

The Library has collections of Armenian, Chinese, Japanese, and Korean language materials. Donations in good condition are welcome.

Local Studies Materials

The Local Studies collection preserves the history of the Willoughby area and includes photographs, maps, print items and other material of historic interest. Donations in good condition, appropriate size and relevant to the collection are welcomed.

These donations should be obtained without restrictions and on the understanding that they may be withdrawn at the discretion of Local Studies staff.

Donations are considered a gift and a condition of use/donor form needs to be completed which assigns copyright to the library. Items outside the scope of the Collection are not accepted, but staff may be able to advise of other institutions for the donation.

Audio Visual Material

Donations of new or almost new DVDs and CDs will be accepted. Items need to be playable in region 4 and comply with the Australian Classification Board. Video cassettes and copies of DVDs/CDs cannot be accepted. Ex-rental DVDs are not accepted

Music Scores

Music scores in good condition will be accepted; however sheet music cannot be accepted. Please contact the Library before bringing in your donations.

The Library will not collect donations. Donations must be delivered to the Library and handed to staff for review against the above criteria before being accepted.

Donations will only be accepted during opening hours, Monday to Friday at the Library Welcome Desk at Chatswood Library.