

Queenstown Lakes Libraries Donations Policy = Kaupapa Here Takoha

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1 PURPOSE | AROKA

- > The purpose of this procedure is to provide guidelines for donated Collection materials to Queenstown Lakes Libraries
- > Financial gifts and bequests will be made in consultation with the Library Services Manager

2 SCOPE | KORAHİ

- > The scope of this procedure is guided by the QLDC Libraries Collections Policy
- > This policy applies to all library items given freely to the Library

3 DEFINITIONS | WHAKAMĀRAMATAKA

- > For the purposes of this policy and guidelines, the following definitions are used:
 - Rare and valuable books are defined by:
 - Importance
 - Scarcity
 - Age
 - Condiiton
 - Physical and aesthetic properties
 - Association or subject matter

4 PRINCIPLES | MĀTĀPONO

- > Donated items go through an appraisal and approval process via the Library Acquisition Team and the Collections Manager
- > Donations assessed as having heritage value will become part of the Malaghan or Pembroke Collections. Includes a Frankton Library Local History Collection to be established.
- > Material that does not meet selection criteria will be added to the Library’s book sale or returned to the person/group making the donation as requested at time of donating material(s)
- > Once accepted into the collection, donated items become the property of the library and are not returnable.
- > Items are accepted by the Queenstown Lakes Libraries on the understanding that the donor has the authority to dispose of the items in this way

5 PROCEDURE | TUKAKA

- > Types of material not normally accepted for donation include the following:
 - > Newspapers
 - > Abridged books
 - > Textbooks
 - > Encyclopaedia
 - > Audio visual materials, exception historic content
- > Rare and valuable items or discreet collections of historic value will be referred to the Collections Manager and Library Services Manager for decision and review
- > If a donation is accepted for the general collection, it will be processed and located at one or any of the Library’s branches
- > Items will be withdrawn from the collection at the discretion of the Library when they are no longer suitable for library use

6 ROLES AND RESPONSIBILITIES | HAEPAPA

POSITION	RESPONSIBILITIES
Collections Manager	Head of Collections, Queenstown Lakes Libraries
Library Services Manager	Manager, Queenstown Lakes Libraries

7 REFERENCES | TOHUTORO

Policy	Link
QLL Collections Policy	Under review