



## South Wairarapa Libraries: Donations Policy 2025-

December 2025

### Introduction

South Wairarapa Libraries (SWL) will consider donations for the collection, but items must fit within the guidelines of the Collection Development and Management Policy.

Acceptance of items for the collection depends on the professional judgement of library staff.

Decisions are based on the nature of current holdings in that area as well as on the knowledge of the needs and requests of users, and subject specialists may choose to decline any donation in line with the Collection Development and Management Policy.

The Library reserves the right to remove donated items from collections following the same criteria used for purchasing materials.

If the Library does not want the material, it will be disposed of in line with the Collection Development and Management Policy.

### Donations Process

The terms under which it is being offered will be clarified, including:

- Does the donor require it to be separately housed?
- Does it need to be distinguished as an identifiable collection?
- Is it a living collection with items to be added by the donor?
- Is there a more logical home for this collection?
- Is it an unconditional gift?
- If not, what conditions does the donor want considered?

Every SWL title/item needs to justify its acquisition and retention on a range of criteria. Donations will be considered on the same basis as those titles/items purchased for the SWL:

- The donation must be freely available to SWL customers.
- The donation must benefit more than a small number of customers.
- The size of the collection must not unbalance the overall SWL collection.
- The format must be appropriate for the SWL collection.
- Special consideration will be given to heritage collections.

### Acknowledgements

We are indebted to several New Zealand Libraries for their wisdom and documents in this area.

### Policy Review Date

Mar 2028