

Wairarapa Library Service: Donations Policy 2021-2024

Wairarapa Library Service (WLS) libraries are pleased to consider donations for the collection, but items must fit within the guidelines of the WLS Collection Development and Management Policy 2021-2024.

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 WLS Collection Development and Management Policy 2021-2024.

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

If the Library does not want the material it will be disposed of in line with the WLS Collection Development and Management Policy 2021-2024.

Donations Process

The terms under which it is being offered need to 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 WLS 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 WLS.

The donation must be freely available to WLS customers.

The donation must benefit more than a small number of customers.

The size of the collection must not unbalance the overall WLS collection.

The format must be appropriate for the WLS 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. This Collection Development Policy and Process has relied heavily on the work of several other New Zealand Libraries, and in particular Porirua City Libraries.

Policy Review Date

Dec 2023