

POS	DONATIONS TO LIBRARY SERVICE	PSCS5
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POSITION STATEMENT CODE:	PSCS5
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Library Services
SERVICE UNIT:	Branch Libraries
RESPONSIBLE OFFICER:	Manager, Libraries
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 July 2012 28 August 201 25 August 2016
OCM:	1997 9 August 2012 11 September 2014

BACKGROUND:

City Libraries are offered donations of items suitable for display or borrowing from members of the public.

PURPOSE:

To establish an understanding that such items may be kept, displayed and/or disposed of at the express discretion of City of Cockburn, through its Library Management.

POSITION:

The City of Cockburn Public Library & Information Service will receive donations of books and other library and related materials from members of the public and from organisations.

Donations will be accepted on the understanding that the material donated becomes the property of the City of Cockburn Public Library & Information Service. The Service reserves the right to include or not to include donated materials in its collections or to dispose of such materials in any way which in the opinion of the Manager: Libraries / City Librarian is in the best interests of the Library Service. The Library Service will not be bound in any way whatsoever to account to donors for the manner of the disposal of donated materials.

This policy will be brought to the attention of donors and potential donors.

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Donations : Special and/or Significant Collections or Items

In particular circumstances the City of Cockburn Public Library & Information Service may be offered donations of significant items or significant collections which may be subject to particular conditions. Such conditions may include special or secure storage, or a requirement that the item be retained by the Library, or that a collection remain as an entity.

In these circumstances the Library may accept such donations subject to the following conditions.

- The items or collection are of interest or value to the City or the Library Service
- That adequate space and suitable storage is available
- That in the event of special storage being required the Library can be assured of access to the resources necessary to provide that storage
- Where special resources are required the donation will not be accepted until either the City or the donor, or some combination of each, or other party agrees to provide the required resources
- That in all cases where special conditions requested by the donor apply a formal agreement between donor and the Library Service will be entered into
- Where no satisfactory agreement can be reached the donation will be declined.

In all cases potential donors will be encouraged to consider making their donation under the conditions of the Library's general donations policy.