

## **Worcestershire Libraries & Learning Service Donations Policy including Author Offers**

1. Worcestershire Libraries and Learning Service reserves the right to add any donation or gift to any part of County stock or to dispose of the donated material, in any manner deemed appropriate. No guarantees can be given as to the location, the duration or the disposal of the donated material.
2. When dealing with potential donations from members of the public, staff will ensure the public are clear on the conditions of acceptance. Staff will be required to deal with situations in a sensitive manner.
3. Worcestershire Libraries and Learning Service reserves the right to refuse any donation or gift according to guidelines as stipulated.
4. Materials donated may be added to collections, replace existing copies, sold or re-donated to other more appropriate organisations.
5. Items being accepted will have been judged by the same standards and criteria as purchased materials, and must comply with the principles of collection development outlined as below:-
  - Intended purpose and audience
  - Popular demand, current and perceived
  - Accuracy
  - Non-political
  - Non-religious
  - Presentation and intellectual content
  - Currency of subject matter and content
  - Local or regional relevance
  - Physical production
  - Value and importance to current collections
  - Availability of similar materials and sources of information
  - Duplication
  - Suitability of format
  - Critical acclaim
  - Price

Libraries and Learning reserve the right to have periods of time when \*no donations will be accepted.

6. The library does not accept the following types of material:
  - Magazines, including National Geographic, except where the material is of a local or historical interest to the County.
  - Abridged or condensed books, such as those published by Readers Digest.
  - Publications older than the target standards relating to age of collections as laid down by CILIP (the Chartered Institute of Library & Information Professionals), except where the material is of a local or historical interest to the County.
  - Items of a condition below the acceptable standard, where binding, jackets, spines and pages are affected by general wear and tear, damp, infestation or exposure to daylight, or are in an otherwise poor condition.
  - Items published in violation of copyright or subject to any other legal restriction.

- Specialised academic texts and journals.
7. The decision of whether or not to accept any donation should be made by staff at the library to which the donation is made. Should there be need for consideration outside the guidelines stipulated; the item(s) should be referred to the Head of Libraries and Learning.

*\* When the "No donations policy" is in place, only items which are to be considered of **significant** local, historical, social or educational value may be considered as an exception to this stipulation.*

### **Author Offers**

Offer of materials for purchase by libraries from members of the public/writers.

1. Part and parcel of donations policy - free non-returnable copy donated in first instance.
2. Principle is to promote Worcestershire literacy, research and writing and support business through making the book available to the wider public.
3. Writer to communicate with the manager of their local library and complete a form with contact details and where further copies of the book might be purchased.
4. Seller details recorded in Talis against the item.
5. Manager assesses the item and decides on adding to stock if meets our specification standards and likely to be of interest within the county.
6. Item serviced according to Libraries and Learning procedures and added to catalogue.
7. Libraries and Learning issues data will determine though customer interest if further copies are purchased.
8. If seller follows up we will advise them how many issues the item has had but further purchases would be determined by our normal processes of purchase and not be entertained on an individual basis.