

## City of Bayswater Library Service

### Library Donations Acceptance Guidelines

The City of Bayswater Library Service aims to satisfy the recreational reading and information needs of the community by providing appropriately balanced collections. Community satisfaction is highest when collection content aligns with community needs and expectations. This is achieved by giving proper consideration to the relevance to the community of all items acquired, including those donated.

#### What will be accepted?

- Items that are in good condition and are of a physical format that can be stored and maintained by the City's Library Service.
- Items that have been assessed to be potentially of interest or relevance to the City's community.
- Formed (private, subject, topical etc.) collections that have a significant relevance to the City's community and/or past and present geographical area.
- Non English language items will only be accepted if adequate language skills are available to catalogue the item.

#### What will not be accepted?

- Items which if included in a collection would contravene a licensing arrangement and/or State or Commonwealth Government statutes.
- Magazines, encyclopaedias, workbook style textbooks, CDs, computer programs/software, video cassettes and DVDs that do not have an Australian classification notice.
- Items with content that is propagandistic in nature.
- Items with religious or political content that have been written solely to proselytise the reader.
- Items that require special conservation style storage

### **What happens to an item if it is not included in a collection?**

- Items with highly specialised content that are unlikely to satisfy a local need may be offered to an institution such as the State Library Service, an academic institution or a local history society.
- Items that require special conservation style storage may be offered to the State Library Service or the State Archive
- Items that are not added to Library Services' collection or passed to another library or organisation may be sold through the Library Services' discard book sales or disposed of in an appropriate manner.