

NewSPAL

New Surrey Performing Arts Library

STOCK DONATIONS POLICY

Background

1 Donations of performing arts materials enhance the library offer and contribute in a positive way to user engagement and satisfaction. They may also prevent the loss of out-of-print items for future generations.

2 There is a cost associated with donations, including that of their incorporation into the collection, storage, and the disposal of any unwanted items. For this reason, we will only accept donations which we judge will be borrowed by our users.

Policy

3 We welcome offers to donate stock.

4 We will not always be able to accept donations, but we will seek to engage with donors to explain our rationale for our decision to reject the donation if necessary.

5 While we are still in the transition phase and do not have our own premises, we will only be able to accept donations that are considered to be of particular value and would otherwise be lost.

6 When donations are accepted they become the property of the Library which reserves the right to use them as it sees fit, and to donate or dispose of any materials not required.

Condition

7 Donations must be in good condition and clean, with intact spine and book jacket where relevant.

Content

8 The Library does not discriminate on the basis of moral, political, religious, race or gender grounds.

9 Each donation will be considered on its own merits, with consideration being given to the likelihood that the item will be borrowed by users, being assessed by criteria including the author/composer/editor, publisher, edition and the potential educational and recreational value of the item.