

08 DONATED LIBRARY STOCK POLICY

Policy statement

Reason for policy

1. Donations of good quality copies of recent books enhance the library offer and contribute in a positive way to customer satisfaction, and the performance of libraries.
2. There are staffing and administrative costs attached to processing donated books for library use, including creating the library catalogue record and adding library stationery, RFID tags, and barcodes. There are also costs associated with disposal of unwanted books. For this reason we will add to stock only books which we judge will be borrowed by library users.

Donations welcome

3. To be effective, donations should meet the criteria set out in the Public Library Stock Policy, and particularly:
 - i. Should be in good condition, clean, with intact spine and book jacket where relevant
 - ii. Should be current, probably having been published within the last three years for most material (Local interest donations being a possible exception).
 - iii. Information books must be the latest edition and be up to date
4. We cannot accept donations of back runs of newspapers and periodicals, nor donations of DVDs or CDs owing to potential legal and contractual issues surrounding the lending of non rental copies.
5. We also are unable to accept donations of eBooks.
6. It is unlikely the library service will accept self or privately published donations unless a title has significant local interest. Where such a title is judged to be of potential benefit to library stock, it will fall to the author to prove the content is reliable,

professionally presented and well edited, and does not contravene any laws.

Deployment and disposal of donations

7. Once a donated book has been received, it will become the property of Wiltshire Library Service. The book will become subject to the standard criteria with regard to relocation to other libraries, withdrawal, and sale where appropriate.
8. A donated book may be added to the stock of a different library to the one in which it was donated, though the need of the library at which the item was donated will be considered first.
9. Books will not be accepted on deposit.

Chris Moore
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