



# Donating Materials

## Thank You!

Supporting our library assists us in making information and resources available to our community.

We welcome donations which help us to enhance our collections and promote literacy, lifelong learning, the love of reading, and exploration of ideas, culture and knowledge.

## What we accept

Books, DVDs, Blu-Rays and CDs. They should be:

- of a format and content fit for public library purpose
- in excellent condition; audio visual items must be new plus acknowledge Australian Classification standards
- relevant to existing collections
- of current, popular interest to a public library community.

## Important facts about your donation:

- all donations are to be assessed in person by a library staff member during library opening hours (donations are not accepted if put through a returns chute or left outside of library buildings)
- the Library reserves the right to decide if donations are suitable for the collection
- material is accepted under the same selection criteria as applied to purchased materials; including self-published works
- once accepted, donations become the property of Greater Dandenong Libraries
- donations that are included in the Library's collection have no set timeframe of retention and the Library reserves the right to maintain its collection professionally
- material which is not needed or deemed unsuitable for the collection will be re-purposed through community engagement activities or disposed of responsibly



- donations not included in the collection can be returned to the donor through a library branch. Advise library staff of this preference and provide contact details through the *Acknowledgement of Donation* card and include with your donation.

**Items sent for re-purposing through community engagement or disposed of are generally:**

- duplicates, older works or editions not deemed relevant to current collections
- items which fall outside our selection criteria as noted in the Library's *Collection Guidelines*.



**The library cannot use:**



- outdated audio visual formats such as audio and video cassettes
- older material not of Greater Dandenong local history relevance
- mouldy, smelly, yellowed or marked material
- licensed software programs
- text books
- proselytising material (political or religious).

**Acknowledgement**

If you would like an acknowledgement of your donation or you would like the item/s back if not included into the collection, complete an *Acknowledgement of Donation* card (available from library staff upon request) and include it with your donation.

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5 Hillcrest Grove, Springvale  
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