

Rural Libraries Queensland

your local library network

Donation guidelines

These guidelines apply to items added to the RLQ collections through donations received at individual libraries. Donated items are only accepted on the understanding that they are incorporated into the pooled RLQ collection and are available for loan to all registered users within the system.

- Conditional donations where restrictions are proposed on the use, loan, location or disposal of items are not accepted.
- Donations are subject to the same guidelines and collecting considerations which apply to items that are purchased. It is not possible to accept all materials offered by donors.
- Donations are acknowledged as a means of enriching the collections available to all RLQ members.
- Donated items become part of the whole RLQ collection after they have been added to the database with the potential to benefit many users.
- Donated items may be disposed of at the sole discretion of library staff.
- Items printed on poor quality paper, affected by sun, damp, staining or mildew will not be accepted.
- Library staff cannot provide:
 1. advice as to the value of specific items.
 2. a guarantee to house donated items together at the same location.
 3. a guarantee to house donated items in a particular collection.

Physical considerations:

- Do not accept periodicals / magazines older than 3 months.
- Do not accept Reader's Digest condensed books.
- Hardback editions should have covers, pages should be free of underlining or highlighting and personal information should not be present.
- Do not accept encyclopaedia or reference sets, textbooks, technical or scientific titles and other materials on prescribed reading lists.

Potential donors should be aware that donations to RLQ are unconditional.

Donations:

- will only be accepted without restrictions on subsequent location, use and disposal;
- will not be accepted if the material is in poor physical condition;
- cannot be claimed at a later date, or accepted as long term loans;
- cannot be acknowledged through individual letters or bookplates;
- cannot be identified through usage patterns or otherwise reported on.

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Adding items to the RLQ catalogue

Items added to the catalogue are subject to the same guidelines and collecting considerations that apply to items that are purchased, as follows:

- ***Date of publication***
- ***Physical condition (must be as new)***
- ***Accuracy & currency of information***
- ***Popular interest***

Acceptable date range of item formats

Adult Fiction – Published in last 5 years.

Adult Non Fiction – Published in last 5 years.

DVD – Released in last 5 years.

Junior Fiction - Published in last 5 years.

Junior Non Fiction – Published in last 5 years.

Large Type – Published in last 5 years.

Local History - Queensland only, specific to the local area (no date specified)

LOTE – Adult Fiction and Junior Fiction only, published in last 5 years.

Picture Books – Published in last 5 years.

Young Adult Fiction – Published in last 5 years

RLQ collections are built around the following genres or themes:

- Adult Non Fiction titles – Popular Australiana, Biography, True Crime, House and Garden, Mind, Body, Spirit and Sport.
- Adult Fiction – Popular Mystery, Romance, Western, Family Saga, Science Fiction/ Fantasy.
- Large type – Popular Mystery, Romance, Western, Family Saga, Science Fiction/ Fantasy.
- DVD - Popular titles and newly released movies.
- Junior Fiction, Junior Non Fiction, Picture books, Young Adult Fiction – popular, current & up to date.