

Library Book Donation Policy

The Rev. Dr Adlyn Library welcome all donors and appreciate resources donated to our information centre.

Conditions for Accepting Book Donations

1. Relevance and Suitability:

- Donated books should align with the library's collection priorities and serve our community's interests.
- Preference given to recent publications, popular titles, and subjects relevant to current collections.

2. Book Condition

- Only books in good condition, free from significant damage such as torn pages, excessive markings, mold, or pests.
- Books must be clean, intact, and usable.

3. Quantity Limitations:

- Large donations may require prior approval or arrangement.
- The library reserves the right to decline or selectively accept donations based on space and need.

4. Ownership and Title:

- Donors must have full ownership rights to the books and confirm that the books are not stolen or under any legal restrictions.

5. Processing and Storage:

- Donors may be asked to deliver their donations to designated locations.
- The library reserves the right to review donations before acceptance and to determine the final disposition.

Conditions Under Which Donations Will Not Be Accepted:

1. Poor Condition or Damaged Books:

- Items that are moldy, water-damaged, moldy, infested, or in poor physical condition.

2. Outdated or Obsolete Materials:

- Old textbooks, outdated technical manuals, or materials no longer relevant.

3. Inappropriate Content:

- Books containing offensive, inappropriate, or controversial material not suitable for the library's audience.

4. Duplicates and Excess Copies:

- Excess copies of titles already well-represented in the collection unless they are in excellent condition and add value.

5. Non-Book Materials:

- Magazines, newspapers, VHS tapes, cassettes, CDs, DVDs, or other media unless specifically accepted.

6. Legal or Copyright Restrictions:

- Items that are under copyright restrictions or lack proper documentation.

Additional Notes:

The library reserves the right to decline any donation that does not meet these guidelines.

Donors are encouraged to contact the library's staff beforehand to discuss large or special donations.