

## Donation of Materials Form

### For Donations from Authors, Local Interest & Significant Donations

The Library welcomes donations of books and other materials that meet our selection criteria. Selection criteria include: good physical condition, suitable formats, items of interest, suitable readership level, and quality and currency of content.

Donations are taken on the basis that the material becomes the property of the Blue Mountains Library. We will not accept conditional donations. We reserve the right, without further consultation, to dispose of any items according to our Collection Development Policy. We do not engage in correspondence regarding the outcome of donated items.

The **Collection Development Policy** can be found at: [bit.ly/BMCCDP](http://bit.ly/BMCCDP)

All persons wishing to donate material to the Blue Mountains Library are requested to complete and sign this form.

I agree to these terms and conditions

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Donated Material(s)

Description \_\_\_\_\_

Title: \_\_\_\_\_

Author \_\_\_\_\_

Year of Publication \_\_\_\_\_

Notes \_\_\_\_\_

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#### STAFF ONLY

Date of Receipt: \_\_\_\_\_ Staff name: \_\_\_\_\_

Received at branch: \_\_\_\_\_ Type of material (e.g. book): \_\_\_\_\_

Number of items: \_\_\_\_\_ Proposed collection (e.g. LS): \_\_\_\_\_

Add to collection: \_\_\_\_\_  Book sale  Dispose