

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

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

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I agree to these terms and conditions

Name

Signature

DONATED MATERIAL(S)

Description

Title

Author

Year of Publication

Notes

OFFICE USE 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



BLUE
MOUNTAINS
LIBRARY

PRIVACY PROTECTION NOTICE

The personal information that Blue Mountains City Council ("Council") is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA).

Purpose of collection: This information is being collected to acknowledge your agreement to the terms of our donation policy.

Intended Recipients: Blue Mountains City Council employees.

Supply: The supply of information by you is voluntary. If you are unwilling to provide this information, Blue Mountains City Council may be unable to accept your donation.

Access and Correction: You may access or amend your personal information held by Blue Mountains City Council. Please contact the Council on (02) 4780 5000 or by email at council@bmcc.nsw.gov.au

Storage: Blue Mountains City Council located at 2-6 Civic Place Katoomba NSW 2780 is collecting this information and will store it securely.

For further details on how Blue Mountains City Council manages personal and health information, please refer to our Privacy Management Plan.