



City of  
**Belmont**

# Donation Guidelines

## Donations to the Ruth Faulkner Library

City of Belmont Library service and library members appreciate the generosity of the public who offer donations.

However, there are times when the donations being offered are not appropriate for use in our Library. Donations may be discarded, or given away by the library, if it is decided that they are unsuitable for inclusion into the collection.

To ensure the best possible resources are available to the community the following guide will assist those community members looking to donate.

- ✓ The library service will accept new or near-new items, such as books published within the last 2 years, provided they are in good condition.

The following items will not be accepted by the library service:

- ✗ Damaged, dusty, yellowed, or worn items
- ✗ Items with written personal notes or messages on or in the item
- ✗ Item with stamps from book exchanges, schools or other councils
- ✗ Magazines
- ✗ Textbooks, Workbooks or personal journals
- ✗ Ex-rentals or Pirated copies of DVDs or music CDs
- ✗ Jigsaw puzzles

Please contact a local charity if you wish to donate your used books to a worthy cause. Magazines are often welcome at schools, hospitals, or medical surgeries. Please contact these organisations directly.

The library service reserves the right to decline any donated items.

