

Donations Guideline Policy

This Donations Guideline Policy was adopted by the Council at its Meeting held on 4th December 2019.

Review

Date	Changes
1 st August 2018	Approved and adopted by the Parish Council
4 th December 2019	Approved and adopted by the Parish Council
1 st December 2022	Review Date

Stowey Sutton Parish Council adopts the Donations Guidelines for Community-run Libraries as provided by Bath and North East Somerset Library Service. This policy will be reviewed in line with the above schedule or in the event of any change in legislation.

Bath and North East Somerset Library Service

Donations Guidelines for Community-run Libraries

All Community-run Libraries in Bath and North East Somerset are pleased to receive donations of books which we can add to our stock.

We will accept:

- Hardback or paperback books, with clean, undamaged covers and spines.
- Non-fiction books which are less than three years old.

We will not accept:

- Books with damaged or stained covers, or broken spines
- Books that are water damaged – with pages that are crinkled and misshapen
- Books with yellowing, dirty, stained or torn pages
- Books containing out of date information.

- Books that have been defaced - scribbling or writing on the cover or on the pages inside
- Books which have been wrongly bound (i.e. pages in the wrong order) or have pages loose or missing.
- Anything that does not meet with the standards of stock as set down by the [B&NES Libraries' Stock Management Policy](#)

Please note:

- Only books and other media that are legally available will be considered for adding to stock.
- Material that promotes racism or prejudice against any social group will be avoided.
- All stock donation decisions will be made on the assumption that adults are able to make a reasonable and critical evaluation of the views and opinions expressed in any item of stock. This could include older works, which may now seem controversial but are reflecting the morals and social attitudes of their day.
- Items which have not incurred any penalty under the law will not be excluded merely because they are controversial.
- No library materials should be excluded because of the race, nationality, social, political or religious views of the author.

We believe that Library stock should offer the greatest possible freedom of choice, reflect diverse points of view, and be accessible to all sections of the community. The public library, free at the point of use, is a guarantee that alternative and minority views can be accessible to all.

Once a book has been accepted for stock it will be added to the donated section of the Community-run Library.

B&NES Library Service and our community-run libraries reserve the right to dispose of any unwanted book donations in the most suitable way we think would benefit the Library Service. This would usually be via a book sale or with a commercial book seller. Please see the B&NES Libraries Stock Disposal Policy for further information.

Please note that for licensing reasons we cannot accept donations of DVDs, Spoken Word Recordings or Music CDs to add to lending stock.

This Policy should be read in conjunction with Bath & North East Somerset Council's Stock Policy which can be found on their website:

<http://www.bathnes.gov.uk/services/libraries-and-archives/library-locations-opening-times-and-information/policies-statistic-9>