

POLICY NUMBER	-	3.30
POLICY SUBJECT	-	3.30 – Donations and Loans – Merredin Regional Library
ADOPTED	-	19 February 2019 (CMRef 82311)
<u>REVIEWED</u>		<u>25 October 2022</u>

Policy

All offers of donations to the Merredin Regional Library are to be directed to the Regional Manager Library Services and assessed against the definitions and guidelines.

Purpose

To provide definitions and guidelines for both the Regional Manager Library Services and potential donors and lenders in relation to donations.

Definitions

Donation - a donation (including an unconditional gift or endowment) is a provision of cash or other items of value with no return benefits expected. The person or organisation providing these may request a modest acknowledgement on that the provision be used for a particular purpose and the recipient should as far as possible, respect those wishes.

Loan - is the temporary physical transfer of an item/s or object/s from individual or organisation to another where there is no transfer of ownership.

Scope

This policy applies to all donations or loans to the Merredin Regional Library, excluding book stock, but including item/s or object/s for the Memorabilia Collection.

Guidelines

Donations and Loans must be in accordance with the aims and objectives of the Merredin Regional Library Collection Management Guidelines and not conflict with the core principles of the Shire of Merredin. All donations and loans arrangements are to be mutually agreed to and formalised in writing and relevant form signed by the Regional Manager Library Services ~~Chief Executive Officer~~ and the person donating/loans/gifting or bequeathing.

Donations

In general, the following types of donations will be accepted – monetary gifts, promotional material, suitable art, or local social history material.

1. Donations (other than monetary gifts or local history items) are to be in new or good condition.
2. Local history donations are to be representative of general social history. Donations shall be considered with the Merredin Military Museum Inc. and the

Merredin Museum & Historical Society Inc. as to the place for any historical items of the whole of the district to the best location between the three sites.

3. Acceptance of donations may be dependent upon storage and display capacity at the Merredin Regional Library.
4. Donations, upon approval, are to be delivered to the Merredin Regional Library.
5. Donations will be acknowledged with a letter of thanks, and as appropriate, publicity arranged through various forms of media ~~as appropriate~~ (in compliance with donor's approval) and through promotion within the Merredin Regional Library.
6. Approval by Regional Manager Library Services ~~Chief Executive Officer~~ must be sought prior to any commitment being given to accept any donation or loan. This will require ~~to fill out~~ the relevant form to be completed.
7. Where the loan or donation is considered significant, the Regional Manager Library Services has the discretion to refer the matter to the Chief Executive Officer or Council for a final determination.

Loans

Items may be accepted on loan for display or use at the Merredin Regional Library under the following conditions:

1. In general, the items are to be relevant to the Wheatbelt region and/or district;
2. Dependent upon storage and display capacity at the Merredin Regional Library;
3. Items to be delivered to the Merredin Regional Library;
4. Period of loan specified and reviewed annually;
5. The lender is responsible for insurance on loaned items;
6. Care will be taken by Merredin Regional Library staff with all loaned items, however the Merredin Regional Library will not be liable for any damage;
7. The lender is to sign an agreement and approved by the Chief Executive Officer;
8. The loan terms to be recorded in a Loans Register;
9. Loaned items will be acknowledged in association with the display of relevant items.