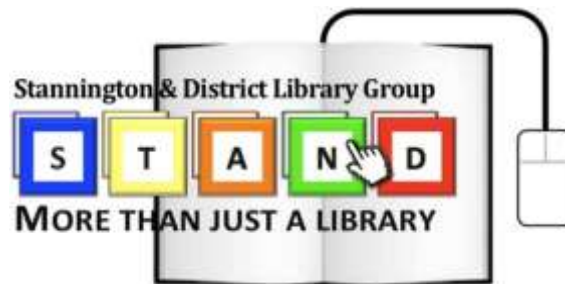


# STANNINGTON LIBRARY

## Stannington Library



## Book donations policy

### Information for potential donors

It is recommended by STAND (Stannington & District Library Group) that everyone wishing to donate books to Stannington Library read and understand this document before making a donation

It contains important information about the types of book we can accept, the ways in which donations should be made and the likely uses that will be made of donations



Stannington Library is managed by STAND (Stannington & District Library Group) which is registered as a charity in England  
*Registered office:* 400 Wood Lane, Stannington, Sheffield S6 6AQ  
Registered number: 1158661  
***Stannington Library is run entirely by volunteers***

**STAND (Stannington & District Library Group) is happy to accept donations of books to support Stannington Library, and is grateful for the generosity of all donors.**

**The following conditions will apply to donations:**

1. Before bringing your books to Stannington Library, please speak to library volunteers or managers to make a mutually convenient appointment in order to ensure that library volunteers are not overwhelmed by the volume of deliveries
2. All books donated to Stannington Library will immediately become the property of STAND
3. STAND reserves the right to retain or dispose of any donated books in any way that, in the judgement of the trustees, promotes the best interests of Stannington Library
4. In the event that books are brought to the library in error – for example, a book accidentally placed in a box with actual donations and then left in the library – every effort will be made, when the error is pointed out, to return them to their original owners in their original condition. However, neither STAND nor Stannington Library can accept responsibility for any book left in its keeping that has been processed for inclusion in the library's public lending stock, or that has been sold on or disposed of in any other way
5. Books will only be included by STAND in the Stannington Library public lending stock when they fulfil these criteria:
  - 5.1. That their condition is as close to original sale quality as possible, i.e.:
    - 5.1.1. Covers intact and not faded, stained, discoloured, torn, curled or damaged in any way
    - 5.1.2. Covers not emblazoned with retailers' or other stickers – special prices, discount offers, multi-purchase offers etc - or residual adhesive marks left by such stickers
    - 5.1.3. Covers not showing teacup, coffee cup or wine glass rings
    - 5.1.4. No hand-written imprints – gift inscriptions, greetings, statements of ownership, reader's or student's notes etc – or other extraneous marks anywhere inside the book with the possible exception of authentic author's autograph. *NB: when it is considered worthwhile to do so, autographed works perceived to have an enhanced commercial value may be considered for sale, any proceeds becoming the property of STAND and used as it sees fit for the proper management, maintenance and promotion of Stannington Library, including though not restricted to future book purchases*
    - 5.1.5. Pages not faded, stained or discoloured, especially at edges
    - 5.1.6. Pages not having been turned down as place markers
    - 5.1.7. Spines intact
    - 5.1.8. Pages firmly attached within the book
    - 5.1.9. Pages all present
  - 5.2. That they can easily be accommodated within one of Stannington Library's existing and established categories
  - 5.3. That they are not titles already present in adequate numbers elsewhere in stock held at Stannington Library
  - 5.4. That book content is suitable for inclusion in the catalogue of a library serving all members of the community
  - 5.5. That any cover illustrations are suitable for display in a library serving all members of the community

6. Books which are included in the public lending stock will, in order to protect them, be put in suitable outer covers, or backed with clear plastic, and clearly identified inside the front covers as having been donated to, and as being the property of, Stannington Library
7. Donated books which fall short of these criteria will still be retained, and later offered for sale either in the library or at such external events as library volunteers attend for that purpose. All money raised from such sales will be the property of STAND and will be used as it sees fit for the proper management, maintenance and promotion of Stannington Library, including though not restricted to future book purchases
8. Once books not considered suitable for inclusion in the library's public lending stock have been offered for sale unsuccessfully on enough occasions to persuade STAND that no future sale is likely, they will be disposed of in some other responsible fashion

Agreed by the STAND Committee

Date: 29<sup>th</sup> February 2016

Signature

