



Library Material Donation Policy

Trinity Theological College welcomes Donations of Material to the Library as they have historically been an important source of its Collection; however, to ensure that it assists the College to meet its core business there are restrictions on what can be accepted.

Donations must meet the following criteria:

- the Materials fall within the scope (including subject, academic level and format) of the Library's Acquisitions Policy;
- the Materials should not overlap with those already in the Collection;
- the Materials are in good physical condition, free of pests or mould and not significantly marked;
- the Library is given the right to retain the Material or to offer to Faculty, students, other libraries, for sale or disposal; and
- the Donor agrees to relinquish all claims, access and rights to the Material and will not at a later date expect either return of, or compensation for, the Material.

Donations are not accepted if:

- restrictions or conditions are placed on the Materials' use or location.
- the Library has not been consulted and notified of the Donation in advance. The Library must be informed of the amount of Materials and the titles included so a decision can be made to accept the Donation or not. For larger Donations, a visit to view the materials may be warranted before a final decision is made.

Please also note:

- Donors are advised not to bring Materials in unless prior acceptance has been given.
- Public acknowledgement is not provided unless requested. Upon request, bookplates of the name of the Donor can be placed on the Materials.
- The College can provide receipt of the Materials, if requested. However, this is an acknowledgement that the Materials have been received only, and will not include a monetary value. It is recommended that Donors seek their own independent advice if they wish to claim a tax deduction.