



North Burnett Regional Council Libraries welcome acceptable gifts and donations of books and other materials in accordance with *General Policy 249 – Collection Development*. Our Libraries seriously consider and evaluate all donations in order to maintain strong library collections that meet the needs of our communities. Donations are accepted with the understanding that:

- The Library reserves the right to accept or decline donations;
- The Library becomes the sole owner with the right to determine retention, disposal, location, access and use of items in accordance with its Collection Development Policy;
- Items cannot be claimed back at a later date;
- Items may be subject to damage or loss as a consequence of their use by the public; and
- North Burnett Regional Council Libraries are members of the Rural Libraries Queensland (RLQ) network. Items may be transferred to other member libraries outside of the North Burnett region.

You may access North Burnett Regional Council’s *General Policy 249 – Collection Development* online via North Burnett Regional Council’s website, or view it in person at any of our branches.

All persons wishing to donate items are requested to complete and sign this form.

Donation Details

(Please provide a brief description of items being donated, e.g. titles, number of items)

The Library may decline to accept your donation. If so, please indicate ✓ if you wish the items to be returned to you:

Yes, please advise me if the Library cannot accept my donations.

Donor Details

Title: _____ Name: _____

Postal Address: _____

Contact Number/s: _____

I certify that I have authority to donate these items and I understand that they will be accepted and managed in accordance with the North Burnett Regional Council’s Collection Development Policy.

Donor’s Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Thank you

NBRC Libraries gratefully acknowledges your offer of donation and support of our library service.

Information Privacy Act 2009 – Collection Notice
 The information Privacy Act 2009 governs how your information is used, collected, disclosed and stored. This information will be used for the purpose of assessing your offer and will not be disclosed to any other third party without your written or verbal authorisation unless we are required to by law.

Mailing Address: PO Box 390, Gayndah Qld 4625
 Street Address: 34-36 Capper Street, Gayndah Qld 4625
 Telephone: 1300 696 272 (1300 MY NBRC)
 Facsimile: (07) 4161 1425
 Email: admin@northburnett.qld.gov.au
 Web: www.northburnett.qld.gov.au
 Facebook: www.facebook.com/north.burnett.regional.council
 ABN: 23 439 388 197