

Donations Policy

Overview

The Library welcomes appropriate donations for its collections. Donations are an important part of collection development, particularly for the archives and heritage collections.

The Library evaluates donations carefully before accepting them because there are costs associated with management and storage if they are added to the collection, or disposal if they are assessed as unsuitable.

Scope

Donations considered for the collection will cover most formats. Artworks or large donations are to be discussed with appropriate library experts before being considered.

Note: this policy does not include financial donations or bequests. For further information about these, please contact us at Library@ccc.govt.nz.

1. General collections:

Donations will be treated like other additions to the collection. They will be withdrawn when they are no longer required. In addition to the criteria outlined in the Content Development Policy, general collection donations must be:

- Clean and in excellent physical condition
- In a format supported by the Library
- Relevant to Christchurch residents
- Popular titles, particularly those with active holds
- Items that complete a series

Zine donations have a form to capture relevant information for cataloguing – this can be found on the Library Website.

2. Heritage collections:

Donations accepted for the Heritage collections and archives will become part of the Library's permanent collection and must meet the criteria outlined in both the Content Development and the Permanent Collection Policies. In particular, the Library seeks content that:

- Provides a social history of Christchurch
- Reflects the histories of Māori in Christchurch and Banks Peninsula
- Reflects the cultural and linguistic diversity of Christchurch and Banks Peninsula

- Provides a record of local and community organisations, societies, and clubs
- Relates to Christchurch City Libraries

With agreement original material may be returned to the donor, following digitisation. Donations of digital images can be made by uploading directly to the Discovery Wall website, or via mutual agreement.

3. World Language collections:

Donations accepted for the World Language collections must meet the criteria outlined in the Content Development and the World Languages Collection Policies.

General World Language Donations: The Library considers items that are:

- Offered in current supported languages
- Clean and in excellent physical condition
- Less than 5 years old

Large scale and/or affiliated World Language Donations: the Library considers donations that are:

- Mutually arranged and agreed in advance
- Offered in current supported languages
- New items less than 5 years old

4. Artworks

The Library does not maintain an artwork collection, but donations may be considered. The Library would consider factors such as:

- Artist's particular connection with the local community and/or with Christchurch/Canterbury
- Relevance of the subject
- Artistic merit/reputation of the artist
- Artwork reflecting or celebrating cultural content and/or diversity

Note: any artwork donation will be accompanied by a completed Donation of Artwork Agreement 2025 form.

Terms of donation

The donor understands the following criteria under which donations are accepted:

- **Unless otherwise agreed, donations become the property of the Library.**
- Unsolicited material received by the Library is treated in the same way as donations and either added to the collection or disposed of as appropriate.
- All donations are assessed by experts for their suitability to be accepted
- Any donations considered unacceptable will be disposed of
- Donations of a specialised or valuable nature with New Zealand content may be considered for the permanent Heritage collection.
 - If you wish to donate a specialised or valuable item, please contact library@ccc.govt.nz with information on the item (title, author, publication year, why it is specialised/valuable). as we are unable to return items once donated.

- We are unable to return items once they have been donated.
- Donations added to the Library collection will be managed in accordance with the Content Development Policy.
- The Library retains the option to deaccession/dispose of a donated artwork.

References and related documents

Document	Link
Content Development Policy	https://my.christchurchcitylibraries.com/content-development-policy/
Permanent Collection Policy	https://christchurchcitylibraries.com/Policy/FacilitiesCollections/PermanentCollectionPolicy.pdf
World Language Policy	https://christchurchcitylibraries.com/Policy/FacilitiesCollections/WorldLanguages.pdf
Zines for Christchurch City Libraries	https://my.christchurchcitylibraries.com/wp-content/uploads/sites/5/2025/09/Zine-donation.pdf
Donation of Artwork Agreement 2025	Record 25/1923542: LIU Donation of Artwork Agreement 2025

Administration

Policy owner:	Content Manager
Approved by:	Library Leadership Team
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