

Zine Donation

Thank you for thinking of us for your zine! Donations are an important part of developing our collections. Please see the other side of this page for more information about donating to Christchurch City Libraries.

Below are the details we need about your zine to add it to the catalogue.

Contact Information

Name:

Email:

Zine Information

Is your zine a donation? YES NO

Can we scan your zine's cover to be used on the catalogue?

<input type="checkbox"/> Yes	Signature: _____
<input type="checkbox"/> No	Date: _____

Title of your zine:

If part of a series, please say what volume it is.

Author: _____

This is the name you've used to make your zine. It can be a pen name, name of a group, or left anonymous.

What genre do you want your zine catalogued under?

Circle each of the genres that apply.

Art Literary Comic Political Personal Science & Nature Misc.

**This form continues onto the next page.
All sections must be completed to add items to the collection.**

Where did you publish your zine? _____

Where are you based? Or, if different from where you live, where was the zine printed?

Who published your zine? _____

If applicable, please include the name of the organisation that printed/published your zine.

What year was your zine published? _____

In your own words, describe what your zine is about and/or why it was created.

Donation Information

Christchurch City Libraries provides quality resources and services to connect people, inspire discovery, and enrich communities. The Content Development Policy documents the principles and strategies for developing and managing the collections held by the Library, and the criteria used to determine what is added to, and removed from the collection. This criteria applies to both purchased and donated resources.

The Library is pleased to receive donations for its collections. Donations are an important part of the development of the library collections, particularly for building the archives and permanent collections.

If a zine is accepted for the general collection, it will be processed and located at one of the Library's network locations, and managed accordingly. It will be withdrawn from the collection when it is no longer suitable for library use.

In addition to the criteria outlined in the Donations Policy, Zine donations must

- Be in excellent physical condition
- Have relevance to the residents of the city
- Be in an existing format used by Library customers

Terms of donation

The donor understands and accepts the terms of donation as specified in this policy:

- The criteria under which donations are accepted
- Donations are assessed by collection experts for their suitability to be added to the collection
- Any donations considered unacceptable will be sent to the Library's Booksale, or disposed of
- In most instances, donations become the property of the Library.

For more information about Donations, please check our donations policy listed on our website.