

Westmeath County Library Service

Policy on Stock Donations

Introduction

Westmeath County Library Service is always grateful to those who consider donating material to the library service. However, we have to be selective in what we accept as donations because of the work involved in processing stock, the cost of book storage and the cost of disposal of irrelevant stock.

Westmeath County Library Service reserves the right to accept or reject any donation. Donations must be outright and unconditional with ownership transferring immediately. There is one exception to this rule. Archival / historical material relating to Westmeath may be accepted on a permanent or short term loan in certain circumstances.

Donations are also accepted on the basis that access, location and disposal of donations will be determined by Westmeath County Library Service.

Donations can be given to Westmeath County Library Service at any of our branch libraries during normal opening hours.

We regret that in general, we cannot collect donated material.

If you are donating stock, please give us your name and address and tell us if you would like an acknowledgement. A deposit agreement must be completed for the donation of Westmeath material.

Donation Standards:

Westmeath County Library Service welcomes donations which meet the following standards:

- Be in good to excellent condition. For instance, books must have original covers; no missing pages; no underlining; and must not be musty, dirty, dog eared or yellowing.
- Have been published in the last 3 years.
- Exceptions to 1 and 2 above will be made for some Irish published material and all material relating to Westmeath or by Westmeath authors.

You can donate:

- Adult Books and Children's Books that meet the standards set above.
- "As Gaeilge" material that meets the standards set above.
- All Westmeath material including newspapers, maps, journals, photographs and videos. * (Information should be supplied on who holds copyright on non book material such as photographs)

You cannot donate:

- Old and out of date books
- Collections of magazines (unless related to Westmeath)
- Cassettes
- Record Albums

Archival material

Westmeath County Library Service welcomes the donation of archival material relating to the county.

Contact:

Paula O'Dornan

A/County Librarian

Westmeath County Library Service

County Buildings

Mount Street

Mullingar

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