

Cavan Library Service's Donations Policy for Donors
--

- Cavan Library Service welcomes donations of stock.
- Donations can be given to Cavan Library Service at any of our Branch Libraries during normal Opening Hours.
- In general, we cannot collect donations but we will consider collecting valuable collections such as collections of Cavan material. Check with your local branch Library.
- 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.
- We accept donations that meet Cavan Library Service's Stock Collection Policy standards.
- All donations of Local Studies and / or Archival materials have to be registered. A **Deposit Agreement Form** must be completed. For further information, contact Library Headquarters, Farnham Street, Cavan.

Donations must meet our standards and:

1. 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.
2. Have been published in the last 5 years.
3. Exceptions to 1 and 2 above will be made for some Irish published material and all material relating to Cavan or by Cavan authors.

You can donate:

1. Adult Books and Children's Books that meet the standards set above.
2. "As Gaeilge" material that meets the standards set above.
3. All Cavan material including newspapers, journals, photographs, videos
4. D.V.Ds.
5. The latest / most recent reference sets, if no volume is missing.
6. Quality collections of stock e.g. a Cavan photographic collection or a quality, leather bound collection built up over a number of years.

You cannot donate:

➤ Text Books, including third level text books.

➤ Romances or Westerns

➤ Old reference sets

➤ Collections of magazines

➤ Music

➤ Cassettes

➤ Audio books

➤ Records

➤ **Artefacts.**

Artefacts will be welcomed by Cavan County Museum

Please contact The Curator, Cavan County Museum, Virginia Rd, Ballyjamesduff, Co. Cavan 049 8544070

➤ **Archival material**

Archival material will be welcomed by Cavan County Archives Service

Please contact Josephine Brady, County Librarian, Cavan County Archives Service, Johnston Central Library & Farnham Centre, Farnham St, Cavan 049 4378505

- Cavan Library Service reserves the right to accept or reject any donation. Donations must be outright and unconditional. There is one exception to this rule. Cavan material may be accepted on a permanent or short term loan in certain circumstances.
- Occasionally, a donor may wish to donate to the library a quality collection of stock, built up over a number of years. For example, a collection of Cavan materials (Books / Photographs, Newspapers etc) or quality leather bound hardback Book Collection. If you have such a Collection and are thinking of donating it to Cavan Library Service, please contact us at Johnston Central Library, Farnham Street, and Cavan. Phone No. 049 4378505. Please ask for Josephine Brady, Co. Librarian or Tom Sullivan, Executive Librarian.
- Donations are accepted only on the basis that ownership transfers immediately to Cavan Library Service. There is one exception to this rule. Cavan material may be accepted on permanent or short term loan basis.

- Donations are also accepted on the basis that access, location and disposal of donations will be determined by Cavan Library Service.
- If you are donating stock, please give us your name and address and tell us if you would like an acknowledgement.
- If you are donating Cavan material, in particular non book material, please provide details on copyright ownership by filling in the copyright form.
- Anonymous Donations will be accepted except for all Cavan material. We require a Donor's name and contact details for all Cavan material.