



REVISED POLICY FOR DONATION OF BOOKS, LIBRARY MATERIALS, FACILITIES, EQUIPMENT, ETC.

The Quezon City Public Library is always grateful to receive/accept donation of books, library materials, etc. from various donors like civic spirited individuals, foundations, organizations, and friends of the library that helped augment and increase library collections.

Nevertheless, donors must understand and follow the existing policies for donation as follows:

1. All donated books and other library materials will be evaluated and assessed by the book selection committee under the Technical Services Section.
2. Books and other reading materials will be weeded/disposed if:
 - a. With poor physical condition/poor appearance;
 - b. Unneeded and inexpensive reprints;
 - c. Obsolete and outdated books.
3. Selected books, reading materials, etc. will be processed with the option to be distributed to the Main Library, Branch Libraries and Adopted Reading Centers.
4. The QCPL reserves the right to dispose/weed, etc. all donated books or reading materials, etc. without the consent of the donor if found to be under the number 2 policy.
5. QCPL does not accept inquiries from donors on their donated books, reading materials, etc.
6. All donations forms part of the QCPL properties.

Conforme:

I have hereby read, received the copy of QCPL's Book Donation Policy and agree that the Library can decide how to best utilize the items donated.

Donor's Name & Signature : _____

Mailing Address : _____

Tel. No. / Cell No. : _____

Email address : _____ Date : _____