

Melbourne Art Library

Donation Policy – October 2020

Melbourne Art Library depends upon the generous support it receives from the Australian arts community. Donating material to the Library not only contributes to the depth and richness of the collection - connecting texts with readers - but can act as a repository for artist's texts and publications, ensuring the longevity and readership of your work.

The processing of donation material takes a significant amount of resources, so please follow the below guidelines before donating to us.

We thank you profoundly for your generosity.

General Guidelines

- Melbourne Art Library will accept or decline an offer of donation based on criteria set out in the Collection Development Policy.
- Once accepted, donations become the property of Melbourne Art Library, and may be disposed of at our discretion.
- Donated material must be in good condition. Please do not send us material that is sticky, smelly, has significant water damage, has loose pages or broken binding.
- Please do not send us works of art. Artist books and book art is encouraged, but please consider the handling requirements of such works and remember that MAL is a library with a focus on circulation and use.
- Please do not send us more than two copies of the same title.
- We encourage the donation of unpublished documents that reflect the activities of Australian exhibitionary practice, including exhibition essays, invitations and announcements.
- In most instances, the donor is responsible for transporting the donated material to the Library, during opening hours.
- The Library records all donations. Details of gifts will be acknowledged in an email or letter as soon as possible. The Library also recognised donations on bookplates attached to items, and in catalogue records.

Organisational Donors

- We encourage the donation of exhibition catalogues and publications from institutions and galleries. If you would like to set up an ongoing deposit of catalogues, please contact us.
- We hope to develop the resources to archive and retain documentation of arts organisations in Melbourne. If you are an art gallery or an arts organisation in Melbourne who would like to deposit your organisation's library in our care, please get in contact to discuss options.

Valuation and Tax Receipts

- The Library cannot provide valuation of potential donations.
- Melbourne Art Library is endorsed as a Deductible Gift Recipient (DGR) from 14 Oct 2020. It is covered by [Items 1 & 4](#) of the table in section 30-15 of the Income Tax Assessment Act 1997 .