



Republic of the Philippines  
**QUEZON CITY PUBLIC LIBRARY**

City Hall Complex, Diliman, Quezon City  
Tel: 927-9834 | Website: www.quezoncitypubliclibrary.org | email: quezoncitypubliclibrary@yahoo.com



**BOOK/READING MATERIAL  
DONATION POLICY**

The Quezon City Public Library (QCPL) is always grateful to receive/accept donation of books and other reading materials 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 materials will be evaluated and assessed by the book selection committee under the Technical Services Division.
2. Books and other reading materials will be weeded/disposed if:
  - With poor physical condition/poor appearance;
  - Unneeded and inexpensive reprints;
  - Obsolete and outdated contents.
3. Selected materials will be processed with the option to be distributed to the Main Library, Branch Libraries and recipients of Share-A-Book program.
4. The QCPL reserves the right to dispose/weed all donated materials 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 materials.
6. All donations become the property of QCPL and are not returnable.

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Conforme:

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

Donor's Name & Signature : \_\_\_\_\_

Donated Materials : \_\_\_\_\_ Quantity : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

Tel. No. / Mobile No. : \_\_\_\_\_

Email Address : \_\_\_\_\_ Date : \_\_\_\_\_

***Waiver of Confidentiality***  
*By accomplishing this form, I agree that my personal data will be used to identify library donors and donation for recognition and acknowledgment.*