



SITCM Library Donation Guideline

The SITCM Library gratefully accepts gifts of items that add value to our collection and enhance our teaching and research activities.

Screening

If you are willing to generously donate any books, journals or DVDs that are in new or near-new condition, kindly contact our Librarian at library@sitcm.edu.au or (02) 9212 1968 to let them know your plans. This allows them to verify that the planned donation will help meet our library's current needs.

Substantial Donations

SITCM acknowledges substantial donations by providing a letter of thanks and/or bookplates to add the donor's name to the donated items.

Tax Information

All donations over \$2 are tax deductible in Australia. The SITCM Library can provide a donor with a letter of acknowledgement upon request. However, the appraisal of the value of any donation for tax purposes is the responsibility of the donor.

Condition of Acceptance

The SITCM Library accepts donations on the basis that the location, cataloguing, retention and preservation of the donated items are at the discretion of our Librarian.