



DONATING ITEMS TO THE RTC LIBRARY

We are thankful for the way the Lord provides for the College through the donation of books and other material for the library. As such we welcome your donations and are blessed and encouraged by the consideration you give in making this provision possible.

Over many years we have established a pattern for how donations are received and processed and would ask that you keep this in mind before donating your items to the library. As a courtesy we also ask you ensure the items you donate are in good condition including being clean, free from any mould and contain limited highlighting or notes.

Before donating any material to the library, please contact Carolyn Wakefield either by [email](mailto:cwakefield@rtc.edu.au) (cwakefield@rtc.edu.au), [phone](#) or in person to discuss your donation. Once your donation has been discussed books should be taken to the RTC Library and given to the librarian. If you need help in bringing books upstairs to the library, please contact the administration office. If you are unable to bring the books to the library personally, they may also be sent by mail. Books should be placed in small boxes to allow for easy handling. Please address the books to the librarian at

Carolyn Wakefield
RTC Resource Centre
125 Pigdons Road
Waurin Ponds
VIC 3216

Process on receipt of donation:

Donated material is reviewed by the librarian and a member of faculty as time permits. This material is then sorted into the following categories:

- Items that will be placed in the library and thereby used to benefit all library users
- Items that faculty members request for research purposes
- Items to be added to the RTC second-hand bookshop. The proceeds of these sales are used for the Library. If items are not sold over a certain time period, these books are either sent to another Christian institution, or in some cases discarded.
- Items to discard (e.g. including those falling apart or in bad condition for other reasons)

Please note we do not sell items on behalf of the person donating the material and only accept donations which are free from any limitations regarding their use or disposal. Once you donate material it becomes the property of RTC and will be distributed using the above categories.

We are thankful for your help in supporting the College in this way. Please contact the [librarian](#) if you have further questions.