

Donation Policy

Library Materials

All donations of materials are accepted with the understanding that the library is free to dispose of them in any way. Donations not added to the collection will not be returned.

ACCEPTABLE donations are those pertinent materials that will usefully augment the present collection.

UNACCEPTABLE donations include (but are not limited to) the following items:

- Textbooks, encyclopedias, scientific and medical books older than five years.
- Textbooks beyond the basic level. Advanced material is not always pertinent for the small public library collection.
- Material in poor condition.
- Abridged materials such as Reader's Digest Condensed Books, abridgements of classics or children's stories.

The final decision will be made by the Chief Librarian (or his/her designate).

Staff is able to politely decline donations that are not suitable.

Receipts for income tax purposes can be issued on request. Receipts are given for only that material which is actually catalogued and added to the library's collection.

Official tax receipts, whether for cash or material donations, can only be issued at Headquarters.

Materials which the Library cannot use, but which are in reasonably good condition will be placed in the ongoing book sales.

Furniture, Art Work, Supplies & Misc. Items

All donations of furniture, art work, supplies or miscellaneous items must be approved by the Chief Librarian (or his/her designate).

Any conditions or requests by the donor must be approved by the Chief Librarian (or his/her designate).

Items donated become the property of the Library and will not be returned if the library no longer has a use for them.

Receipts may be issued dependent upon Revenue Canada regulations.

Cash Donations and Bequests

Cash donations over \$10.00 will receive a tax receipt if the donor wishes.

Recognition in the form of book plates or other acknowledgement will be offered for donations exceeding \$25.00.

Any donations or bequests above the budgeted amount and in an amount in excess of 0.5% of the annual operating budget for that year must have board approval for all expenditures. Management suggestions for these expenditures will take into account:

- Donor wishes and/or branch designations
- Areas of greatest need
- Any recognition that the donor has asked for