

11.	DONATIONS AND FUNDRAISING	
11.1.	Donations	
<i>Effective</i>	<i>2006</i>	<i>Revised</i>
<i>Next Review</i>	<i>2011</i>	

- 11.1.1. The Library Board welcomes gifts of money and in-kind material that assist in the delivery of quality service to the community.
- 11.1.2. Any conditions attached to donations to the Library of money or other assets are subject to established policy and procedures, or are approved by the Library Board on a case-by-case basis.
- 11.1.3. Donated material becomes the exclusive property of the Library. The Library reserves the right to refuse the donation of any unsolicited gift.
- 11.1.4. Upon acceptance of a gift, the Chief Librarian or designate exercises final authority over the inclusion, placement, location, circulation, display and withdrawal of any donated item.
- 11.1.5. Donors will be issued tax-deductible receipts for gifts that fall within Canada Revenue Agency's guidelines.
- 11.1.6. Tax receipts for in-kind gifts of books or other donations will be provided upon request if the material is in excellent condition, meets selection criteria, and is less than two years old. Older materials must be accompanied by a valuation in writing (at the donor's expense) by a recognized authority.
- 11.1.7. Donations to the Collection**
- 11.1.7.1. Donations of material for the collection will be evaluated in accordance with the criteria that govern the acquisition of purchased material.
- 11.1.7.2. Acceptance of donated material does not mean the Library will add the material to the collection. The Library will give books and materials not selected for addition to the Friends of the Library or dispose of it as it sees fit.
- 11.1.7.3. Donations of material that are accepted for addition to the collection will be interfiled with regular collection material.
- 11.1.8. Recognition**
- 11.1.8.1. The purpose of the recognition program is to thank donors, to encourage others to give, and to build positive long-term relationships between the Library and its donors.
- 11.1.8.2. Recognition may be in the following forms:
- A verbal 'Thank you';
 - A personalized letter of thanks with a receipt;
 - Upon request, bookplates will be placed in bequests, memorials, gifts of new collection material, or in collection material purchased with a monetary donation;
 - In print material such as newsletters and annual reports. Individual donor names will only be listed with their permission;
 - On the donor recognition wall.