

FP-10	DONATIONS		
APPROVED	19 January 2022	EFFECTIVE	1981
AMENDED	1984, 1992, 1995, 2003, 2006, 2011, 2016, 2021	NEXT REVIEW	2026

## 1. PURPOSE

To set out how monetary, material and in-kind donations are accepted and how they will be recognized.

## 2. SCOPE

This policy applies to the Chief Librarian and Library employees.

## 3. DEFINITIONS

Nil.

## 4. GENERAL

- a. The Library Board welcomes gifts of money and material that assist in the delivery of quality service to the community.
  - i. Donations made to the endowment fund will be designated for use subject to the Endowment Fund policy.
- b. 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.
- c. The Library reserves the right to refuse the donation of any unsolicited gift.
- d. Donors will be issued tax-deductible receipts for monetary gifts valued above \$25 that fall within Canada Revenue Agency's guidelines for charitable donations.

## 5. MATERIAL DONATIONS

### a. Collections Material

- i. Donations of material for the collection will be evaluated in accordance with the criteria that govern the acquisition of purchased material.
- ii. Acceptance of donated collections material does not mean the Library will add the material to the collection. The Library will give books and materials not selected to the Friends of the Library, or dispose of it as it sees fit.
- iii. 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.
- iv. Donations of collection material that are accepted for addition will be interfiled with regular collection material.
- v. 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.

### b. Other Physical Material

- i. Donations of furnishings, equipment, artwork or other physical items will be assessed by the Chief Librarian or designate for suitability for use within the Library.

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- ii. Donated material that is accepted becomes the exclusive property of the Library to use as the Chief Librarian or designate deems fit.

## 6. MONETARY DONATIONS

- a. When people make a monetary donation they may want to designate it for a specific purpose. The Library will assess the request and inform the donor if the donation cannot be used in this manner before the donation is made so they have the option to direct their donation elsewhere.

## 7. RECOGNITION

- a. 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.
- b. Forms of recognition may include, but are not limited to:
  - ◆ A verbal 'Thank you';
  - ◆ A personalized note of appreciation;
  - ◆ Bookplates placed in in memoriam donations, gifts of new collection material or in collection material acquired through a monetary donation.

## RELATED POLICIES

- FP-06                      Endowment Fund
- OP-14                     Collection Development & Management