

POLICY: LIBRARY GIFTS IN KIND DONATIONS

POLICY #: B-OP-09

COMMITTEE: Library Board
TOPIC: Operating Policies

PASSED: July 13, 2006
AMENDED: 22 October 2015
REVIEW PERIOD: As required.

PURPOSE

To clarify the conditions and terms by which the Library will accept gifts in kind donations to enhance the library's collections and services.

POLICY

The Library accepts donations of gifts in kind materials, meaning books, recorded materials or equipment such as media players, provided they are in good condition and likely to be useful. They are accepted on the understanding that the Library has complete jurisdiction over the disposal of such gifts. Books or recorded materials may be added to the library collection provided they meet the selection criteria identified in the Collection Policy, which applies to the acquisition of all materials. Most donated items not added to the library collection will be included in a Friends of the Library book sale or sale shelf, the proceeds of which support Library collections, programs and services. Items may also be given to a local charity or recycled.

All donations will be acknowledged in a manner appropriate to the size and type of donation.

The Library reserves the right to refuse gifted materials that may not be in keeping with the goals and policies of the Library.

Donation tax receipts will only be issued by request for books and other materials that will be included in the collection and are in good condition and are accompanied by a sales receipt (\$25 or greater value). The Library does not appraise donated books and materials. The cost of an appraisal is the responsibility of the donor.

ROLES AND RESPONSIBILITIES

The Library Board is responsible for this policy.

The Director of Library Services is responsible for implementing this policy.