

Purpose: The Brooks Public Library is available for all members of the public to utilize and enjoy. The community's interest in and support of the Library is highly valued. Donation of materials, equipment or furniture are welcome. However, the Library reserves the right to accept, decline or discard material donations as it sees fit.

1. Donations of Library Materials

- 1.1. The Library accepts donations of books and other library materials but reserves the right to assess and discard these items in accordance with the general criteria for selection applied to purchased library materials (see Policy C.1 Resources Management Policy).
- 1.2. For donated replacement items, refer to City of Brooks Library Bylaws, Schedule C.3.
- 1.3. Generally, tax receipts are not issued for donated materials, however, there may be exceptional circumstances and thus the decision to provide a tax receipt is left at the discretion of the Head Librarian.
- 1.4. No conditions may be imposed on the Library in its acceptance of any material for its collection.
- 1.5. All donated material becomes the property of the Brooks Public Library.
- 1.6. The Library does not pick up donated material or pay transportation costs.
- 1.7. Material donations are accepted with the understanding that if the Library cannot use them, the Library may at any time dispose of them in any way it sees fit.

2. Donations of Equipment:

- 2.1. The Library will not accept donations of equipment unless the equipment satisfies a definite need or is necessary for the development of a program or establishment of a collection.
- 2.2. All donated equipment becomes the property of Brooks Public Library. The Library may at any time dispose of it in any way it sees fit.

Approved by: _____

Board Chair

Date Approved: January 13, 2014

Replaces Policy: 2-A-96

3. Memorial Donations:

- 3.1. Once an individual has indicated he or she wishes to make a memorial donation, the Head Librarian will work in conjunction with the donor to select an item for the library's collection.
- 3.2. The item must be ordered as a "donation" through the Shortgrass Library System and the Brooks Public Library will then be invoiced for the purchased item.
- 3.3. When the item is received at Shortgrass, it will be catalogued and processed then flagged. Once it arrives at BPL, an appropriate bookplate will be placed on the inside front cover of the item.
- 3.4. If library users do wish to make a memorial donation, the Head Librarian must approve the selection of any titles.

4. Acknowledgements:

- 4.1. All donations for which the donor does not request anonymity will be acknowledged by the Head Librarian with a Brooks Public Library Thank You card.
- 4.2. When a prestigious donation is received, if the donor consents, appropriate publicity will be arranged.
- 4.3. Donated library materials or equipment purchased specifically for the Library or with money donated to the Library can be acknowledged by affixing a book plate or other name plate to the material or equipment.

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