

Purpose: Donations 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. No conditions may be imposed on the Library in its acceptance of any material for its collection.
- 1.4. All donated material becomes the property of Brooks Public Library.
- 1.5. The Library does not pick up donated material or pay transportation costs.
- 1.6. 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.

3. Memorial Donations:

- 3.1. If library users wish to make a memorial donation, the Library Manager must approve the selection of any titles.

Approved by: \_\_\_\_\_

Board Chair

Date Approved: April 23<sup>rd</sup>, 2018

4. Acknowledgements:

- 4.1. All donations for which the donor does not request anonymity will be acknowledged by the Library Manager 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.

5. Tax Receipts

- 5.1. Tax receipts can be issued for all monetary donations in excess of \$20.
- 5.2. Tax receipts are not issued for donated materials and equipment, however, there may be exceptional circumstances and thus the decision to provide a tax receipt is left at the discretion of the Library Manager.

Approved by: \_\_\_\_\_

Board Chair

Date Approved: April 23<sup>rd</sup>, 2018