

Purpose: The community's interest in, and support of, the Library is highly valued. This policy sets the requirements and procedures to be followed by the library in receiving and acknowledging such support.

1. Monetary Donations:

- 1.1.1. Monetary donations can be allocated by the donor to specific areas of the library collection, to equipment, or to facility enhancement with consultation and under the direction of the Library Manager.
- 1.1.2. Donations allotted for collection development must provide for any charges associated to the acquisition, cataloguing, and processing of library items purchased with the donation. Donations related to the selection and purchase of specific titles for the collection, will be made with the assistance of the Library Manger.
- 1.1.3. The Library will maintain an endowment fund held and managed by a recognized asset management organization. Monetary donations to the Library's endowment fund can be arranged through the Library or directly with the asset management organization.
- 1.1.4. Donors may establish endowment funds to support operations of the Library and may choose to allocate the funds to specific areas of the library operations, collection, equipment, or facility enhancement as determined by the endowment guidelines. Unallocated funds are used at the discretion of the City of Brooks Library Board.

2. Collection Donations

- 2.1. 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 S.5 Resources Management Policy).
- 2.2. For donated replacement items, refer to City of Brooks Library Bylaws, Schedule C.3.
- 2.3. No conditions may be imposed on the Library in its acceptance of any material for its collection.

Approved by: _____

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- 2.4. All donated material becomes the property of Brooks Public Library.
 - 2.5. The Library does not pick up donated material or pay transportation costs.
 - 2.6. 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.
3. Equipment Donations:
- 3.1. 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.
 - 3.2. 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.
4. The Board has the authority to accept or reject any proposal, gift, or donation pursuant to this policy.
5. Tax Receipts
- 1.1. Tax receipts will be issued for all monetary donations of \$20 or more. Lesser donations will be provided tax receipts by request.
 - 1.2. 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.
6. Acknowledgements:
- 6.1. Donations of \$20 or more, for which the donor does not request anonymity, will be acknowledged by the Library Manager with a Brooks Public Library thank you card.

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- 6.2. When a donation valued at \$1000 or more is received, and the donor consents, appropriate publicity will be arranged.
- 6.3. Library materials and/or equipment purchased with donated funds can be acknowledged by affixing a book plate or other name plate to the material or equipment.
- 6.4. Capital, cumulative unrestricted, and other campaign donations will be acknowledged on the Library's Donor Wall according to the following structure:
 - 6.4.1. Seuss (\$200- \$499)
 - 6.4.2. Rowling (\$500-\$999)
 - 6.4.3. Dickens (\$1000-\$4999)
 - 6.4.4. Shakespeare (\$5000+)

7. Naming Criteria

- 7.1. A proposal may be formally made to the Board to name a new or existing area or facility in honour of an individual for service to the library or the community. A detailed justification and explanatory materials must be included with the proposal.
- 7.2. Donors wishing to name a new or renovated area are expected to provide the primary donation toward the total cost of constructing or renovating the area.
- 7.3. Naming of rooms, areas, and buildings are for a set term clearly outlined in writing and negotiated between the board and the donor.

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