

GIFTS AND DONATIONS

POLICY

The Board wishes to encourage the public to make donations of books, cash or other useful items.

A donor plaque will be maintained in recognition of donations valued at \$250 or more.

PROCEDURE

“Special Collection” materials will only be discarded with direction from a family member or if the book is badly worn.

At the discretion of the Library Manager, donated material will be added to the library’s collection or if not of use to the library, will be sold, donated or disposed of.

The Board is a registered non-profit charitable organization and shall give official receipts for income tax purposes for cash donations.

A donor plaque will be updated annually.

Original: 2005

Amended: May 2018

Reviewed: May 2018