

# TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Materials  
**Policy Number:** 604  
**Title:** Gifts and Donations

## **Policy Statement:**

The library will consider accepting gifts and donations.

## **Guidelines and Procedures:**

### **1. Monetary Donations**

- 1.1 Gifts of money will be used in accordance with the wishes of the donor unless such use contravenes Board policy.
- 1.2 The library is not a charitable society and therefore cannot issue tax deductible receipts.

### **2. Donations of Furniture, Art, Equipment, etc.**

- 2.1 The library manager, in consultation with the Library Board, reserves the right to reject donations that are not needed or that could quickly become obsolete.
- 2.2 The library manager, in consultation with the Library Board, reserves the right to remove donated items when they become obsolete without the consent of the donor.

### **3. Donations of Books and Library Materials**

- 3.1 The Library Board welcomes donations of materials to the library provided that such donations enhance the library collection.
- 3.2 The Library Manager shall not accept books that have little chance for resale (textbooks) or books that have had their covers removed.

### **4. For all of the above:**

- 4.1 The Library Board reserves the right to refuse any items that do not enhance the collection.
- 4.2 The Library Board reserves the right to use and dispose of gifts as it sees fit.
- 4.3 Donors shall be acknowledged in an acceptable manner.

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Date Approved: November 14, 2012

Date to Review: March 18, 2023