

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Library Operations

Policy Number: LIB-03-009

Title: Donations

Monetary Donations:

1. The Library accepts monetary donations from individuals, businesses, or organizations.
2. No conditions may be imposed on the use of the funds unless there is a mutual agreement between the donor and the Library Manager prior to acceptance of the donation.
3. The Library is registered as a charitable organization and will provide receipts for income tax purposes for monetary donations, within the guidelines of Revenue Canada.
4. The Library's charitable organization registration number is 11928-2952RR0001. In order to maintain this number, the required forms and statements must be completed and submitted to Revenue Canada every year.
5. Monetary donations can also be made to the Vegreville Public Library Foundation, which is also a charitable organization that can provide receipts for income tax purposes.
6. Monetary donations given 'in memory' will be issued a tax receipt and notification of the donation will be sent to the next-of-kin.

Donations of Materials:

7. The Library accepts donations of materials such as books and recorded movies for its collection when it has the capacity to store and process these donations. Donations may be used:
 - a. as part of the library's collection for use by the general public
 - b. for events that require donated materials (e.g. book sales)
8. The Library will publicly advertise its ability to accept donations.
9. The Library will accept for its collection items in excellent, like-new condition. Materials must be recorded in currently popular formats.
10. The Library will not accept donations of:
 - a. encyclopaedias
 - b. textbooks
 - c. non-fiction legal or medical materials
 - d. magazines (including National Geographic)
 - e. Reader's Digest edition books
 - f. outdated materials (e.g. outdated content, outdated appearance)
 - g. materials in poor condition (e.g. yellowed, worn, dusty, damp, mouldy, torn, smelly, cracked)
 - h. materials recorded on outdated formats (e.g. videocassette, audiotape, compact disc)
 - i. other materials that the Library deems unsuitable for its collection.

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Continuation of Policy Number: LIB-03-009

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11. Donations for events such as book sales may be accepted even if they do not meet the guidelines listed in item 10, so long as their condition does not make them unappealing for use. However, the following items will never be accepted for events such as book sales:
 - a. Encyclopaedias
 - b. Textbooks
 - c. Non-fiction medical or legal materials
12. The Library reserves the right to refuse donations of materials for any reason. The Library reserves the right to limit the size of donations.
13. Materials donated become the property of Vegreville Centennial Library. The Library reserves the right to use or dispose of the donation as it sees fit.

Donor Recognition:

14. The Library values, respects, and recognizes its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate, and equitable.
15. At the discretion of the Library, donors will receive a personalized thank you letter.
16. Estate gifts may be acknowledged at the time of the receipt of the bequest and may also be noted as 'the estate of.....'.

See Donor Recognition Procedure

Date Approved: March 24, 2021 Board Chair Signature: _____

Date to be Reviewed: March 2024