

# **Vilna & District Municipal 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:**

### **Monetary Donations**

1. Gifts of money will be used with the wishes of the donor unless such use contravenes Board policy.
2. Persons requiring income tax deduction receipts, shall be directed to the pertinent library or society.

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

3. 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.
4. The Library Manager, in consultation with the Library Board, reserves the right to remove donated items when they become obsolete.

### **Donation of Books and Library Materials**

5. The Library Board welcomes donations of materials to the library, provided such donations enhance the library collection.
6. The Library Manager shall not accept books that have little chance for resale, or books that have had their covers removed.

### **For All of the Above**

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

**Date Approved:** January 2, 2021

**Date to be Reviewed:** January, 2024