

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
COLLECTION DEVELOPMENT

Prepared by: Sandra Nietfeld

Board Approved – November 2014

10.0 GIFTS

Gifts may include all forms of print and non-print material suitable to the collection. Gifts are accepted utilizing the same criteria as is used for purchase, with their disposition subject to the discretion of the library.

If gifts are not added to the collection, the items will be disposed of by the Library Manager in the following manner:

- a) send to another Northern Lights library, pending a decision on condition, timeliness
- b) sell
- c) pass on to a school in need
- d) discarded and removed from library premises

Gifts of money, real property, and/or stock will be accepted if conditions thereto are acceptable to the Board, and to any other governing bodies involved. For monetary donations, a receipt for tax purposes is issued to the donor.

The Library does not accept donations of the following items:

- Textbooks
- Material that is dusty, damp, moldy or otherwise in poor condition
- Encyclopedias
- Readers' Digest Condensed books
- Items that have been written in, or otherwise marked

The Library is under no obligation to return, or pay for, donated items.