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| Policy Type: | Fundraising | Policy Number: | FR-01 |
| Policy Title: | Gifts and Donations | Initial Policy Approval Date: | March 26, 2014 |
| | | Last Review/Revision Date: | |
| | | Year of Next Review: | 2018 |

The Mississippi Mills Public Library is pleased to accept financial donations as well as donations of books or other materials, if such books and materials are suitable to the needs of the Library and on the condition that they may be disposed of in any manner that the Library deems suitable. The Library will provide receipts for income tax purposes for monetary donations of \$20.00 or greater.

GIFTS OF MATERIALS

Gifts of materials will be accepted only on the understanding that the Library retains unconditional ownership. If the Library chooses not to keep them, the materials may be sold or discarded without informing the donor of such disposition. If donated materials are added to the collection, the same criteria for selection, based on the *Collection Policy* (OP-04), shall be applied to donations as are applied to materials selected for the collection.

GIFTS OF MONEY

The Library will accept financial donations and, upon request, will provide tax receipts for amounts of \$20.00 or greater. All conditions attached to a financial donation are to be approved by the Mississippi Mills Public Library Board.

RELATED DOCUMENTS

- Southern Ontario Library Service (SOLS), Trillium Public Library: Sample Policies