

**CHAMPLAIN TOWNSHIP PUBLIC LIBRARY
DONATIONS POLICY**

MOTION # 24-06 **Adopted May 25, 2006**
MOTION #7-10 **Amended January 27, 2010**
MOTION #5-13 **Amended January 16, 2013**
MOTION #5-16 **Reviewed January 20, 2016**
MOTION #16-19

Amended March 18, 2019

Champlain Township Public Library welcomes and encourages donations from individuals, groups, foundations and businesses for the purpose of enhancing and enriching the programs and services that the library provides for the patrons of Champlain Library.

Definition

The Canada Revenue Agency defines a donation as a voluntary transfer of property to the library made without the expectation that any benefit will accrue to the donor.

Types of Donations

The library considers the following types of donations:

- Books (excluding encyclopedias or text books) published in the past 5 years
- Books written by local authors
- Material of significance for local history and genealogy
- DVDs, CDs and audio books
- Cash
- Furniture
- Works of art or photographic works
- Planned gifts such as bequests

Acceptance of Donations

1. The library evaluates all donations and accepts only those which it feels align with the mission, values and standards of the library.
2. Donations become the exclusive property of Champlain Township Public Library and must be clear and unencumbered when given.
3. While honouring the wishes of donors, the library reserves the right to use the donation in the best interest of the library and shall make decisions regarding the disposition and eventual disposal of all donations, including the possible resale of gifts or donations, with any proceeds coming to the Champlain Library. Donors will not be advised of a change of status to their gift.
4. The library reserves the right to decline any donations or gifts without explanation.
5. Exceptions to the above may be made for the donation or loan of specific items, such as

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works of art. Specific arrangements may be made between the library and the donor with regard to length of loan, insurance of the loaned item, maintenance of the loaned item or delivery to and collection of the loaned item from the library at the conclusion of the agreed upon time period.

6. In the case of a monetary donation to Champlain Library, these financial gifts will be gratefully received as undirected gifts. Tax receipts can be provided when the amount reaches or exceeds twenty-five dollars. Only monetary gifts will be issued tax receipts.