

# Grey Highlands Public Library

## GIFTS AND DONATIONS POLICY

Board motion number: #40-01 \_\_\_\_\_ Date of review: \_\_\_\_\_  
Date of original motion: 20/09/01 \_\_\_\_\_ Chairperson's signature: 

The Grey Highlands Public Library Board encourages and welcomes community support of the public library through gifts, cash donations and bequests for purchasing books, equipment and other library materials and for improving library facilities. Special gifts and bequests should not take the place of local government support, but rather, enhance services. "Gifts" in this policy may include bequests in wills, transfer of property, cash and special gifts.

### 1. PURPOSE

The purpose of this policy is to establish a regular procedure for receipt, management and disposition of funds or other properties that are received by the Library as cash donations, special gifts or bequests.

### 2. RECEIPT OF GIFTS AND BEQUESTS

- i) All donations become the exclusive property of the Grey Highlands Public Library and will not be returned.
- ii) All gifts received in forms of property other than cash, which cannot be used by the Library, will be converted to cash at fair market value.
- iii) It is the prerogative of the Library Board to accept or decline conditions placed on gifts.
- iv) The Library reserves the right to refuse any gift.
- v) Gifts and bequests may be used for memorial purposes.

### 3. DESIGNATED GIFTS

- A. Material Donations: (Books, Videos, Periodicals, and other materials for the library collection)
  - i) Material donations are accepted with the understanding that if the Library cannot use them, it may at any time dispose of them in any way it sees fit.