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GST No. 12202 5059 RT0001 (Town of Espanola)

Gifts Policy

1. Espanola Public Library Board encourages gifts of money or gifts-in-kind which will enhance the value of Library collections, services or programs.
2. The Library reserves the right to accept or reject any gift. Acceptance of gifts of books or other Library materials shall be evaluated according to the Collection Development Policy.
3. The Library reserves the right to accept or reject any conditions placed by the donor on the use or disposal of any gift.
4. For major gifts (i.e., those with a value of \$500.00 or more), acceptance of any conditions on use or disposal of the gift shall be subject to Board approval.
5. For major gifts of non-monetary items, and any conditional gifts of non-monetary items, a "Statement of Gift" form shall be filled out and signed by the donor or his/her representative.
6. Tax receipts shall be issued on request, for gifts valued at \$25.00 or more. For non-monetary gifts, valuation shall follow the guidelines of Canada Revenue Agency.
7. Donors shall be recognized by bookplates, publicity and other means, commensurate with the value of the gift.
8. The Library shall maintain donor records, the contents of which shall remain confidential unless the donor agrees otherwise.
9. The Library shall give prior approval to all fundraising projects and programs operated by any individual or organization, to ensure that such projects are compatible with the Library's goals and objectives, and will not result in compromise to the Library's public image.

Previous policy: January 4, 2010

Date approved: January 16, 2012

Reviewed: January 2016 | Next review by: January 2020.