

**TOWN OF MCLENNAN LIBRARY BOARD**  
**GIFTS AND DONATIONS POLICY**

The purpose of the donation policy is to assist the public in making informed decisions regarding donations they may wish to make and to provide direction to employees and volunteers for the acceptance, disposition and acknowledgement of materials.

**Conditions of Acceptance**

1. The McLennan Municipal Library reserves the right to accept or reject donations of new or used books or other library materials. All donations become the exclusive property of the McLennan Municipal Library and are subject to normal acquisitions and disposal criteria applied to purchased materials.
2. Tax receipts will not be issued for donations of materials.

**Acceptable Material**

- Reference material from current year or no more than one year old
- Adult fiction published within the last three years and in good condition
- Classics in excellent condition
- Adult non-fiction at discretion of Library Manager
- Children's fiction in good condition
- Children's non-fiction in good condition, current and relevant
- Local History titles
- DVD's and audio CD's if in original cases and can be catalogued

**Material Not Accepted**

- Encyclopedias
- Textbooks
- Reader's Digest Condensed books
- Dated information (old travel guides, medical information, science etc)
- Fiction and non-fiction in poor condition (includes brown pages, torn, stained, musty)
- Duplicate material already held
- Magazines
- Games (board or other)
- Non-shelvable toys
- VHS or cassette tapes

## **Acknowledgements**

4. All donations are greatly appreciated and the Library thanks donors for their generosity. Thank you notes will only be mailed to individuals or groups for donations of materials or books of significant value.

## **Monetary Donations**

5. Monetary donations are accepted and may be made at the circulation desk or by mail. The McLennan Municipal Library however, reserves the right not to accept a monetary donation if the request is for items or facility enhancement deemed unsuitable or inappropriate for the Library. Final decisions regarding the use of these funds are the sole responsibility of the Town of McLennan Library Board.

Approved: April 2007

Revised: March 2015

Reviewed: December 2018

Revised: February 2019

Next Review: January 2021

Board Chair: