

## **Donation Policy**

The purpose of the policy is to specify the types of donations the library will accept and how these donations will be handled.

### Book Donations

The library accepts gifts of library materials including but not limited to DVDs and books.

All books will be evaluated in accordance with the Hope Community Library Collection Development Policy.

In most cases, useable materials that the Library does not add to their shelves will be added to the September Book Sale held during the Hope Heritage Festival. Money raised at this book sale will be used to benefit the library and its programs.

In the case of a donation of a collection of materials, the library will work with the donor to determine the location and maintenance of the collection. The library may not be able to or wish to agree to the donors' requests with regard to issues such as keeping collection together, additions to collection, expenses with upkeep or general issues with shelf space.

If any items are left as donations but not accepted by the library an attempt to return the items will be made. If the items are unsuccessfully returned they will be disposed of or sold by the library. The proceeds will go towards library services and programs.

### Equipment & Furniture Donations

In general the library does not accept equipment or furniture donations unless it is an item we are in need of. If the library is to accept a donation of equipment or furniture, it must be up to date, in good repair and fit the needs of the library.

If any items are left as donations but not accepted by the library an attempt to return the items will be made. If the items are unsuccessfully returned they will be disposed of or sold by the library. The proceeds will go towards library services and programs.

### Monetary Donations

The library accepts gifts on money in any amount.

The donor may specify how they wish the money to be spent by the library such as:

- A particular type of library material, service, or activity
- A particular item of furniture or equipment

All monetary gifts received by the library will be processed within five business days of receiving the money. All donors of monetary gifts will be sent acknowledgement of donation within ten days or receiving the money.