

OBJECTIVE: To ensure that donations and bequests of materials are used to the best advantage in pursuit of the Township of Uxbridge Public Library's goals and objectives. To assist the public in making informed decisions regarding material they may wish donate. To provide direction to staff for the acceptance, disposition and acknowledgement of material donations.

DATE OF APPROVAL: **October 21, 2004**

MOTION: **04-63**

DATE OF AMENDMENT: **April 19, 2007 Motion: 07-36, April 28, 2016, Motion: 16-35**

Policy Statement

The Township of Uxbridge Public Library encourages and accepts donations of books and other materials for the library.

Definition

For income tax purposes, a donation is defined as a voluntary transfer of property to the Library, made without the expectation that any benefit will accrue to the donor or anyone designated by the donor. The scope of this policy includes donations of:

1. Books, manuscripts and other printed materials
2. Audio visual materials
3. Art and photographic works
4. Equipment

Policy Practices

1 CONDITIONS

1. The Township of Uxbridge Public Library has complete jurisdiction over the use and disposal of the donation.

2. Donations of books and other materials are subject to the same principles and criteria of selection as are applied to purchases.
3. Donations become the exclusive property of the Library and must be of a clear and unencumbered nature, eg., the Township of Uxbridge Public Library will not accept special collections of books that the donor wants kept together as a physical entity. Collections will be accepted with the understanding that the individual items may be scattered throughout the collection.
4. The Library shall analyze proposed donations, and shall accept those which they feel will cost-effectively fit the mission and objectives of the Library.
5. The Library reserves the right to use the donation in the best interest of the Library, and shall make decisions regarding the investment, disposition and/or eventual disposal of all donations.
6. The Library may accept conditions on the disposition of donations where it deems the proposed conditions to be reasonable and feasible.

2 REASONS FOR INCLUSION/ EXCLUSION OF DONATED MATERIALS

Every library has a unique and specific purpose for existing. The Township of Uxbridge Public Library is no exception to that rule.

- 4.1 Sometimes we must decline donations of materials because they do not fit the purpose of this library.
- 4.2 It must be understood that the library has limited space, money, and staff for the processing and housing of materials. Duplicates of materials already in the collection are not needed if the first copy has little circulation.
- 4.3 Periodicals require large amounts of space and staff time and are generally not useful donations unless they are a full run or fill in gaps in our current holdings.
- 4.4 Items in poor physical condition (i.e. brittle paper, water damage, writing or highlighting on pages, torn and/or missing pages) make materials

useless or not cost effective for the library.

- 4.5 Mouldy books cannot be accepted. Mould on books will spread and is dangerous to the condition of both the existing collection and the health of persons in the library.

5 Donor Records

The Library shall maintain donor records, the contents of which shall remain confidential unless the donor agrees otherwise.

6 Recycling

No one likes to discard a book, but sometimes the condition of the book requires this. Hardcover books, paperbacks, magazines and telephone books may be recycled through the local *Blue Box* program.