

Purpose: The Medicine Hat Public Library exists for the use and enjoyment of all members of the community. Interest and support from the public are greatly appreciated. Donations of material or money for the purchase of library materials, equipment or facility enhancement are welcome; however, the library reserves the right to decide what material is accepted.

1. Definitions

- 1.1. Library Materials - all information and leisure collections the Library makes available to the public including books in all formats, pamphlets, compact discs, CD Roms, videos in all formats, magazines, newspapers, and on- or off-site subscription electronic databases, excepting the internet
- 1.2. Chief Librarian – the Chief Librarian or Acting Chief Librarian.
- 1.3. Library – Medicine Hat Public Library

2. Donations of Library Materials

- 2.1. The Library accepts donations of books and other library materials but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased library materials as outlined in Policy LC.4.
- 2.2. As a rule, donated materials will not be accepted as payment for lost or damaged library material or late fees. However, exact copy replacement of a lost or damaged item will be considered if the replacement copy is in pristine condition.
- 2.3. Tax receipts will not be issued for donated materials.
- 2.4. Donations of library materials which do not meet the library's objectives and policies will be refused.
- 2.5. No conditions may be imposed on the Library in its acceptance of any material for its collection.
- 2.6. All donated material becomes the property of Medicine Hat Public Library.
- 2.7. The Library may pay transportation costs for donated material if the Chief Librarian deems it appropriate.

3. Donations of Equipment

- 3.1. The Library will not accept donations of equipment unless the equipment satisfies a definite need or is necessary for the development of a program or establishment of a collection.
- 3.2. All donated equipment becomes the property of Medicine Hat Public Library. The Library may at any time dispose of it in any way it sees fit.
- 3.3. The Library may pay transportation costs for donated equipment if the Chief Librarian deems it appropriate.
- 3.4. Tax receipts for equipment of significant value may be issued if the Chief Librarian deems it appropriate.

4. Monetary Donations: See also Appendix A: Guidelines for Monetary Donations

4.1. Immediate-use Donations

- 4.1.1. Tax receipts are issued by the Library for all monetary donations of twenty dollars (\$20.00) or greater.
- 4.1.2. Monetary donations can be allocated to specific areas of the library collection, to equipment or to facility enhancement. The Library reserves the right, however, not to accept a monetary donation if the allocation request is for items or facility enhancement deemed unsuitable or inappropriate for the Library.
- 4.1.3. At the discretion of the Chief Librarian, unallocated donations can be used for special projects, to enhance the collection, purchase equipment for public use, or enhance the facility, or it can be divided equally among the departments.
- 4.1.4. Monetary donations are deemed to include any charges for the acquisitions, cataloguing and processing of library items purchased with the donation.

4.2. Endowment Donations

- 4.2.1. The Library has an endowment fund held and managed by the Medicine Hat Community Foundation. Monetary donations to the Library's endowment fund can be made through the Library or directly

through the Medicine Hat Community Foundation.

- 4.2.2. Interest earned by the endowment fund is paid out at least annually to the Library. Donors may allocate the interest to specific areas of the library collection, to equipment or to facility enhancement. Unallocated interest is used at the discretion of the Chief Librarian for Library operations, materials, equipment or facility enhancement.
5. Donors can purchase a brass memorial/donor plate for the Library's donor wall. These donations are for set amounts. Appendix A of this policy outlines the procedures for donor plates.
6. Acknowledgements
  - 6.1. When a prestigious donation is received, if the donor consents, appropriate publicity will be arranged in order to acknowledge the donor.
  - 6.2. Donated library materials or equipment purchased specifically for the Library or with money donated to the Library can be acknowledged by affixing a book plate or other name plate to the material or equipment.

#### Appendix A - Guidelines for Monetary Donations

1. Monetary donations of any amount are welcomed by the Library.
  - 1.1. Donors can, for set amounts, purchase an inscribed brass plate which will be affixed to the Donors Wall. For ordering of plates donors should contact the Office Manager. For donations of:
    - 1.1.1. \$10,000 and over: 8 inches by 8 inches
    - 1.1.2. \$5,000 – \$9,999: 8 inches by 4 inches
    - 1.1.3. \$1,000 – \$4,999: 4 inches by 4 inches
    - 1.1.4. \$500 - \$999: 4 inches by 1 inch
  - 1.2. Donors can allocate their donation to a collection area (fiction, non-fiction or youth) or to fulfill an objective set out in the Library Board's Plan of Service. If the donor wishes, a plate can be affixed to items purchased – book plates on library materials, donor recognition plates on equipment, etc.
  - 1.3. Donors may leave their donation unallocated. Unallocated donations will be used at the discretion of the Chief Librarian.
2. All donations should be acknowledged within a month by a letter from the Chief Librarian, Department Head responsible for the collection allocated the funds, or a designate. If the donor requests letters to other family members, this should be accommodated to the extent possible.
3. At the discretion of the Chief Librarian, donation monies may be spent in the year they are received or may be set aside for a major project.
  - 3.1. Library materials will be purchased through Shortgrass but all orders must be identified as coming from the Donations budget.
  - 3.2. Donation money is in addition to regular collection spending. If donations are allocated to a specific collection area the money should be in addition to the regular amount of money allocated in the collection budget for that area.
  - 3.3. Donation money will be allocated to include within the total amount any charge from Shortgrass for acquiring, cataloguing and processing the items purchased.
  - 3.4. A budget line separate from the general collections budget line will be added to the overall Library budget to allow adequate tracking of monetary donations.