

Section of Manual Gravenhurst Public Library	Effective Date
Subject Gifts and Donations	Policy No. 30

## **POLICY**

Gifts and donations from our community are received with appreciation.

## **PURPOSE**

To ensure that gifts and donations are acknowledged and integrated into the Library's collection.

## **PROCEDURE**

- Gifts and donations received by staff shall be forwarded to the Chief Librarian.
- The Chief Librarian shall forward gifts and donations on to the Board.
- The Board may forward on to the Donations Committee.
- The Donations Committee will issue acknowledgements, if the donor is identified.
- Books will be integrated into the collection when possible.
- Some books may be offered for sale on the "Friends" kiosk and the contribution made to the Library.
- Donations of items other than books will be considered by the Donations Committee.
- Gifts of money will be accepted on the understanding that selections of items will be made in accordance with the Collection Development Policy.