

**La BIBLIOTHEQUE de BEAUMONT LIBRARY
BOARD OF DIRECTORS POLICY**

Policy Section: **Operational**

Policy Number: **O-04**

ACCEPTANCE OF DONATIONS

Date Approved: **SEP 10 2018**

Valid To: June 2022

Replaces: O-04, April 28, 2014

Board Chair: 

The Library may accept donations of money, assets, and collection materials that meet the needs or collection criteria of the Library.

1. Monetary Donations:
 - A. The Town of Beaumont will issue income tax deductible receipts on behalf of the Library for all monetary donations over \$100.00.
 - B. For donations over \$500.00, the donor's name, or the name of the person for whom a donation is made "in memory of", will be placed on the Library's Recognition Plaque.
2. Donations of Assets:
 - A. Assets include donations of furnishings, equipment, or artwork.
 - B. The Library Manager, in consultation with the Board, reserves the right to reject or remove donations that do not, or no longer, meet the needs of the Library.
 - C. In consultation with a competent third party, the Library Manager will determine the fair market value of the donated asset and apply paragraph 1 (above) for tax receipts and donor recognition.
3. Donations of Collection Materials:
 - A. The Library Manager has the authority to accept or reject donations of collection materials based on Policy O-03 "Collection Development".
 - B. The Library Manager has the authority to determine the fair market value of donated collection materials and apply Paragraph 1 Section A (above) for tax receipts.