

Topic: Collection Development and Management – Policy and Planning

3.18 Donations to the Collection

Board Motion Number:	24.054
Date of Original Board Motion Number:	March 10, 2008
Date of Current Issue:	May 28, 2024
Date of Next Review:	2028
Attachments:	1. Release Form

Signature of Board Chairperson (and Date):

The North Kawartha Public Library welcomes donation of materials to the collection, but all donations must be suitable to the needs of the Library and must meet the Library's selection criteria.

Procedures

1. The same criteria for selection shall be applied to donations as is applied to all other materials considered for inclusion in the collection.
2. The Library will not accept materials with conditions.
3. Donations are accepted subject to the signing of a 'release form', (Attachment 1). The form indicates that the donor relinquishes all control over the materials and unconditional ownership of the gifts is retained by the Library.
4. The CEO/Librarian may make whatever disposition of the materials she deems advisable. Donations may be kept or discarded as appropriate.

Attachment 1. Release Form

The North Kawartha Public Library welcomes donations of materials: however, the Library reserves the right to use the donation as is suitable for the Library.

While suggestions for use of the donation are also welcome, the Library is under no obligation to adhere to the suggestions nor is the Library responsible for informing the donor of the disposition of the donation.

Before accepting the donated materials, the Library would like some assurance that prospective donors understand the Library's policy regarding the acceptance and disposition of gifts.

Please read the statement below and complete the appropriate areas.

I, the undersigned, do hereby release all claims and rights to the materials which I wish to donate to the North Kawartha Public Library. I understand that the Library may use or dispose of the material in any way deemed fitting and I do not expect to be informed of the disposition.

Description of proposed donation:

Suggestions for any special maintenance requirements:

Name of Donor:

Contact Details:

Signature:

Date: