

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 may accept 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.
- 2.6. All donated material becomes the property of Medicine Hat Public Library.

### 3. Donations of Equipment

- 3.1. The Library may accept donations of equipment if the equipment satisfies a definite need.
- 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. Tax receipts for equipment of significant value may be issued if the Chief Librarian deems it appropriate.

### 4. Donations of Artwork

- 4.1. The Library may accept donations of artwork that are of interest to the residents of Medicine Hat and which enhance the aesthetics of the library building.
- 4.2. The Library may refuse any artwork donation at the discretion of the Chief Librarian.
- 4.3. All donated artwork becomes the property of Medicine Hat Public Library and may be transferred, sold or otherwise decommissioned in any way the Library sees fit unless the Library enters into a formal agreement that states otherwise.

5. Monetary Donations: See also Appendix A: Administrative Guidelines, Donations
  - 5.1. Tax receipts are issued by the Library for all monetary donations of twenty dollars (\$20.00) or greater.
  - 5.2. Monetary donations can be allocated to specific uses per 5.5.2 and Appendix A: Administrative Guidelines. The Library reserves the right to refuse a monetary donation if the allocation request is deemed unsuitable or inappropriate for the Library.
  - 5.3. Unallocated donations can be used for projects and initiatives in the fiscal year they are received at the discretion of the Chief Librarian.
  - 5.4. Monetary donations not spent in the fiscal year they are received and not allocated to a specific purpose, will be placed in the Donations Reserve via a Board resolution.
  - 5.5. Endowment Donations
    - 5.5.1. The Library has an endowment fund held and managed by the Medicine Hat Community Foundation. Interest earned by the endowment is paid out at least annually to the library. Monetary donations to the Library's endowment fund can be made through the Library or directly through the Community Foundation of Southeastern Alberta.
    - 5.5.2. Interest earned by the endowment donations of \$10,000 or over may be allocated by the donor to specific uses. Unallocated interest is used at the discretion of the Chief Librarian for Library operations, materials, equipment or facility enhancement.
6. Donations may be recognized
  - 6.1. Major donors will be acknowledged on the Library' donor wall. Donors who wish to remain anonymous will be left off the wall on request.
    - 6.1.1. The following levels of donation will be differentiated on the donor wall:
      - 6.1.1.1. \$500-\$999
      - 6.1.1.2. \$1,000-4,999
      - 6.1.1.3. \$5,000-\$9,999
      - 6.1.1.4. \$10,000 and over
    - 6.1.2. Donations will remain on the donor wall for at least five years, or as long as room remains in the space allocated to their donation level, whichever is greater.
    - 6.1.3. When multiple donations by the same donor reach a donation level, the donor will be recognized at that level on the donor wall.
  - 6.2. Donations may be recognized in other ways as per Appendix A: Administrative Guidelines
7. Acknowledgements
  - 7.1. When a prestigious donation is received, if the donor consents, appropriate publicity will be arranged in order to acknowledge the donor.
  - 7.2. 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.

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## Appendix A - Administrative Guidelines: Donations

1. Monetary donations of any amount are welcomed by the Library.
  - 1.1. Monetary donations of one hundred dollars (\$100) or more can be allocated to specific areas of the library collection. The library will transfer the donated amount to the appropriate system collection budget
  - 1.2. Monetary donations of five hundred dollars (\$500) or more can be allocated to specific uses or initiatives at the discretion of the Chief Librarian.
  
2. In addition to the recognition defined in Board policy
  - 2.1. 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 practical.
  - 2.2. Donations of a minimum of fifty dollars (\$50), which covers the cost of a particular book or item, may be recognized via a book plate or other marking on the item at the discretion of the Chief Librarian.
  - 2.3. Donations of one thousand dollars (\$1,000) allocated to sponsoring library cards for others may be recognized via stickers on a corresponding number of cards at the discretion of the Chief Librarian.
  - 2.4. Major or otherwise significant donations may be announced via press releases and other publicity.
  
3. The Library may, at the discretion of the Chief Librarian, cover transportation or other expenses related to the donation of materials or equipment if such expenses are minor relative to the value of the donation.