



References: Replaced 1987 and 1994. Reviewed 2002.

Purpose: The Banff 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. Donations are accepted on the basis that they become the property of the Banff Public Library Board at the time of transfer and are used or disposed of as the Library finds necessary. Donated items may be added to the Library's collection or sold or recycled at the discretion of the Library Director.

1. Definitions

- 1.1. Library Board: The Banff Public Library Board
- 1.2. Library Director: The Library Director or any person who holds the position of Library Director in an acting capacity
- 1.3. Library Materials: the collection the Library makes available to the public including, but not limited to: books in all formats, music and videos in all formats, video games, magazines, newspapers, eResources and subscription electronic databases, excepting the Internet

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. Generally, 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 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 Banff Public Library
- 2.7. Donors are responsible for transporting items to the Library

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 Banff Public Library. The Library may at any time dispose of it in any way it deems necessary
- 3.3. Tax receipts will not be issued for donated equipment
- 3.4. Donors are responsible for transporting items to the Library

4. Monetary Donations

- 4.1. Monetary donations of any amount are welcomed by the Library.
 - 4.1.1. Donors can allocate their donation to a collection area (fiction, non-fiction, audio-visual etc.) or to fulfil an objective set out in the Banff Library Board's Plan of



Service. If the donor wishes, a donor recognition plate can be affixed to the donated material.

- 4.1.2. Donors may leave their donation unallocated. Unallocated donations of up to \$1,000 will be used at the discretion of the Library Director. Unallocated donations of over \$1,000 will be used at the discretion of the Library Board.
5. All donations will be acknowledged within a month by a letter from the Library Director or designate. If the donor requests letters to other family members, this should be accommodated to the extent possible.
6. At the discretion of the Library Director, donation monies may be spent in the year they are received or may be set aside for a major project.
 - 6.1. 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.
 - 6.2. 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.
 - 6.3. Library materials will be purchased through Marigold Library System, but all orders must be identified as coming from the Donations budget.
 - 6.4. Immediate-use Donations
 - 6.4.1. Tax receipts are issued by the Library for all monetary donations of twenty dollars (\$20.00) or greater
 - 6.4.2. 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
 - 6.4.3. At the discretion of the Library Director, 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
 - 6.4.4. Monetary donations are deemed to include any charges for the acquisitions, cataloguing and processing of library items purchased with the donation
 - 6.5. **Endowment Donations**
 - 6.5.1. The Library has an endowment fund held and managed by the Banff Canmore Community Foundation. Monetary donations to the Library's endowment fund can be made through the Library or directly through the Banff Canmore Community Foundation.
7. **Artwork**
 - 7.1. The Banff Public Library accepts donations of valued works of art for the enhancement of the cultural and informational resources of the library. Donated works of art become the property of the Banff Public Library at the time of transfer.
 - 7.2. The Library reserves the right to accept or reject any work of art in accordance with the criteria laid out in this policy:
 - 7.2.1. Donated works of art shall be of special interest to the residents of Banff.
 - 7.2.2. Donated works of art must enhance the aesthetics of the Library building.



Town of Banff
Public Library

Policy: LC.5 – Library Collection

Title: Donations Policy

Motion No. 21/11/18-42

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- 7.3. The Library reserves the right to determine where and how works of art shall be displayed.
- 7.4. The Library reserves the right to use or dispose of the art piece as the Library deems necessary. Donated items may be sold, relocated or disposed of as determined by the Library Director.
 - 7.4.1. The name of the artist and the donor shall be suitably affixed to the art work.