

CHAUVIN MUNICIPAL LIBRARY

POLICY AND PROCEDURES – reviewed/approved June 7, 2022

DONATION POLICY

Donations provide an important source of growth and enrichment for our libraries. Gifts, including books and other materials, are accepted on the understanding that the library has complete jurisdiction over the use of the gift. Materials that are not suitable for the collection may be accepted and will be disposed of via book sales, or other worthy causes.

Library staff will determine the suitability of all donated items for addition to the collection.

Books should be current – within the last 5 years (technology, business and health science) unless they are classics (some liberal arts material), clean and odour-free.

Magazines should be no older than 10 years except in the area of history.

If requested by the donor, the library will insert a bookplate to acknowledge the donation.

The library may request the donor be available for photo opportunities at the donor's convenience.

MATERIAL DONATION FORM

I have read and accept the terms of Chauvin Municipal Library Donation Policy.

Name: _____

Address: _____

Telephone Number: _____

E-Mail: _____

Brief Description of item(s): _____

It is my preference that materials not selected for placement in the Chauvin Municipal Library collection be:

1. Donated to another library or organization

2. Returned to the donor

Donor Signature: _____ Date: _____

Accepted by: (library staff) _____

Action Taken:

1. Added to collection

2. Returned to donor

3. Sold with proceeds going to Library