



Section 1: Monetary Donations

1. The Clarence-Rockland Public Library (Library) encourages gifts of money and bequests to the Library.
2. The Library is a registered charity under the **Canadian Income Tax Act**. Individuals and groups may thus receive income tax benefits for financial contributions. These contributions will be used for Library materials, programming or equipment. If the donor wishes to specify the use to which money is to be put, arrangements may be made with the chief executive officer (CEO).

Section 2: Donating Books & Audio-Visual Materials

1. The Library will accept gifts of print and non-print materials which can be integrated into the existing collection and which fit within the criteria defined in the policy **OP-04 Collection Development**.
2. The Library reserves the right to dispose of gifts not added to its collection. The Library does not evaluate materials for tax receipt purposes. Classification, shelving, access and location will be determined by the Library.
3. The Library accepts donations at all branches. Donations must be in excellent condition. The Library may accept:
 - a. Books that have been published in the last four years, and are in excellent condition;
 - b. Recent bestsellers;
 - c. Classics that are in excellent condition;
 - d. Foreign language books;
 - e. Local history titles; and
 - f. DVDs.
4. The Library will not accept the following items:
 - a. Encyclopedias;
 - b. Textbooks;
 - c. Reader's Digest condensed books;
 - d. Dated information (old travel guides, medical and science books);
 - e. Materials in poor condition (torn, musty smelling, yellow pages);
 - f. Old magazines; and
 - g. VHS and cassette tapes.

5. The donation of a large quantity of books must be coordinated with the CEO or the Manager of Client Services, ahead of time. The Library will not pick up any book donations.

Related Documents

Clarence-Rockland Public Library **OP-04 Collection Development**, Section 4: Gifts and Donations

Revision History

Document Owner	Issue/Revision Date	Reason for Change
S. Lavoie	21 June, 2016	Initial Approval
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V. Portelance	June 17, 2025	Revision
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