

DONATIONS POLICY

The Portage la Prairie Regional Library is a community organization that gratefully accepts donations by members of our community. These donations can come in various forms, with the most common donations being monetary, material, and equipment.

Monetary Donations

The Portage la Prairie Regional Library is a registered charitable organization, and is able to issue charitable tax receipts for monetary donations \$20 and over. All monetary donations under \$20 will be considered gifts to the library, and a charitable tax receipt will not be issued.

Material Donations

The Portage la Prairie Regional Library generously accepts library materials from individuals and organizations for consideration to be added to the collection. However, there are many materials that cannot be added to the collection, whether due to poor physical condition, outdated content, outdated format, and/or duplication of materials already in the library collection. For these materials, the library reserves the right to sell the materials or dispose of them if required. The library also claims all right of ownership for these materials once they are in the library's possession.

Equipment Donations

The Portage la Prairie Regional Library generously accepts equipment to be used at or by the library. As per the Canadian *Income Tax Act*, a charitable tax receipt may be issued for the donation of equipment. However, the individual or organization donating the equipment must provide appropriate documentation stating the value of the item at the time the item is intended to be donated to the library. Otherwise, the donation will be considered a gift to the library and a charitable tax receipt will not be issued. The library also claims all right of ownership for equipment once they are in the library's possession.

Any individual or organization seeking to donate equipment to the library are asked to contact the Head Librarian first, in order to determine if the equipment is appropriate to be accepted by the library.

All donations made to the Portage la Prairie Regional Library will be accepted at the discretion of the Head Librarian and/or the library Board. For additional information about making donations to the library, please ask for the “Gifts and Donations to the Portage la Prairie Regional Library” form that is at the front counter in the library. Inquiries may also be made to the Head Librarian.

Revised June 20, 2019

Richard Bee, Head Librarian