

## Donation 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, including monetary or gifts in-kind. The most common type of gifts in-kind are material and equipment. Gifts of services do not qualify for a charitable tax receipt.

All donations made to the Portage la Prairie Regional Library will be accepted at the discretion of the Director 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 facility.

### 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.

### Gifts in Kind

Portage la Prairie Regional Library will gratefully accept gifts-in-kind if it is useful and needed; in good condition; can be readily sold or utilized in an approved project. Any individual or organization seeking to make an in-kind donation to the library are asked to contact the Director first, in order to determine if the donation is appropriate to be accepted by the library.

For gifts-in-kind under \$1,000:

- An original bill of sale can be used to prove the value of the item.
- The bill of sale is to be provided by the donor.

For gifts-in-kind over \$1,000:

- An independent appraiser must determine the value of the item.
- The cost associated with an appraiser is the responsibility of the donor.

Donors cannot self-appraise their gift.

## Material Donations

The Portage la Prairie Regional Library will accept donations of library materials from individuals and organizations for consideration on the condition that the library has the right to use the donations in the manner it deems in the best interest of the library as a whole. Therefore, donations may be (a) kept by the library, (b) sold in our book sale or turned over to organizations holding book sales, or (c) discarded. Donations should be recently published, in good condition, and not duplicate materials already in the collection. Tax receipts are not issued for donations of materials.

Materials that **are accepted** as donations include:

- Reference works that are less than two years old,
- Children's and Adult fiction that is less than five years old and in good condition
- Non-fiction that is less than five years old, contains current and relevant information and is in good condition,
- Current DVDs and audio CDs if they are in their original cases and have copyright statements that allow for use under normal circumstances,
- Magazine subscriptions.

Materials **not accepted** as donations include:

- Encyclopedias, textbooks or Reader's Digest Condensed Books,
- Dated information (old travel guides, medical and science books),
- Materials in poor condition (torn, stained, musty, yellow pages),
- Old magazines or loose issues of a magazine,
- VHS, cassette tapes, computer software applications,
- Consumables (e.g. workbooks),
- Smaller than 13 cm (standard book pocket size) **Board Books excluded**,
- Materials that cannot be shelved (e.g. ephemera, toys),
- Materials that contravene copyright law,
- Other - as determined by the Director

## Equipment Donations

The Portage la Prairie Regional Library 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. 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 Director first, in order to determine if the equipment is appropriate to be accepted by the library.

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