Donation Policy

Introduction:

A donation is defined as a gift of money or property to the Stony Plain Public Library without benefit to the donor. The Stony Plain Public Library accepts gifts in accordance with Canada Revenue Agency regulations.

All donations are used by Stony Plain Public Library in accordance with the Board's goals. The intended use of the donation will be explained to the donor. If the donor does not agree with the intended use, the donation will not be accepted.

Types of donations:

The Stony Plain Public Library encourages and solicits contributions of cash, securities, and personal and real property, as outright donations of through planned gifts in accordance with Canada Revenue Agency regulations. Planned gifts include bequests, life insurance policies, endowments, and gift annuities.

Cash donations of \$20 or more will receive a charitable tax receipt.

Donations of library material:

Donated library material will only be added to the collection if they meet the standards of the Material Selection Policy and will not result in unwanted duplication of the collection. Once the donations have been accepted, they become the property of the Stony Plain Public Library and may be used in any way that the Library Director deems appropriate. They will be evaluated and disposed of in accordance with the criteria applied to purchased materials.

If a charitable tax receipt is required, the donor must have the items assessed by a recognized assessor and supply the assessment with the donation of the materials.

Donor recognition:

The library will maintain the necessary records of donations.

Donors will be recognized in a manner that is appropriate for the donation. This will be discussed with the donor at the time donation.

All donors will receive a thank-you from the Library Director.

Adopted by the Stony Plain Public Library Board: October 18, 2023