



Taber Public Library Policy Manual

Finance Policy: Gifts & Donations

PURPOSE:

Finance Policy and Procedures for the Taber Public Library.

POLICY:

The Library will not accept for deposit, materials which are not outright gifts.

GUIDELINES:

1. The Library Manager has the authority to accept books and other materials on the condition that they make whatever disposition is deemed appropriate using the guidelines as listed.
2. Donated books should be:
  - \* Published within the last 5 years
  - \* Recent best sellers
  - \* Clean copies of classic titles
  - \* Newer paperbacks in good condition
3. Library Manager will not accept:
  - \* Materials in poor condition
  - \* Textbooks
  - \* Dated information (particularly science and technology books)
  - \* Old government publications
4. Gifts of money, real property, and/or stock will be accepted if donations are made to the Library.
5. The Library Manager shall report to the Board on a monthly basis, all donations made to the library.

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