

The following Donations Policy is drawn from the *Halton Hills Public Library Board Materials Selection Policy*:

The Library Board shall encourage gifts, donations, or bequests. Where these take the form of material or equipment, it shall be the Board's policy that:

- a) The Library cannot accept any gift accompanied by provisos for its use or maintenance that conflict with board policies, goals or objectives.
- b) The Library reserves the right not to accept any gift that will require of the Library a financial commitment toward maintenance, use or expansion.
- c) Gifts of material will be accepted by the Library within the following guidelines:
 - Material obtained as gifts, including self-published material and that of local creators, must meet the same standards as those stated in the Library's Material Selection Policy in order to be included in the Library collection.
 - Any gift will become the property of the Halton Hills Public Library.
 - Tax receipts will only be issued for accepted donations of historical significance and/or large theme collections when accompanied by an appraisal that reflects the current market value.
 - Appraisals must be done by a Canadian Revenue Agency approved appraiser. The donor is at liberty to make his/her own arrangements for an appraisal. The cost of the appraisal must be borne by the donor.
 - No guarantee can be made that any gift will be a permanent part of the collection.
 - Any gift of a periodical subscription must be for a minimum of three years and is subject to need and space.
 - Library staff reserves the right to add only selected items from any donation.
 - All items not added to the Library collection will become the property of the Friends of the Halton Hills Public Library, for disposition as they determine best benefits the Library.
- d) The Library does not accept:
 - Books in poor condition (yellowing pages, pages that have been defaced or highlighted, broken bindings, musty smelling, etc.)
 - Textbooks
 - Other media in a condition that interferes with its use and/or enjoyment or in a format that is no longer collected by the Library
 - Condensed books (Reader's Digest)
 - Dated information (old travel guides, etc.)
 - Back issues of magazines, including *National Geographic*