



Donations Policy

Approved by: Eastern Counties Regional Library Board

Date approved: Revisions approved March 18, 2021

Date last reviewed: February 24, 2023

Collection Donations

Eastern Counties Regional Library (ECRL) uses the following guidelines for accepting donations to the collection:

- The item is a book, audiobook, DVD, or Blu-ray (we do not accept music CDs or magazines);
 - The item was published/released in the last 3 years;
 - The item is in very good condition;
 - The item is not a condensed or abridged version of another work; and
 - The item is not an academic textbook.
- or
- The item is over 3 years old but of particular interest because it is:
 - About local history, genealogy, or other subject of local interest;
 - By a local author; or
 - A classic or locally relevant film or television series.

We cannot accept donations of items that do not meet these general guidelines because it costs approximately \$12-\$15 per item to add it to the Library catalogue.

We cannot guarantee that donated items will be added to the collection. If ECRL already has copies of the item or if it is not considered suitable for the collection, the item will be added to those offered in our annual book sale or otherwise disposed of. Please do not donate a book, audiobook, DVD, or Blu-ray to the library unless it is free and clear of any conditions or expectations.

Cash Donations

Eastern Counties Regional Library welcomes and encourages gifts of money and bequests to the library. The library is a registered charity under the Canadian Income Tax Act. Donations \$10 and over will receive an official donation receipt for income tax purposes and an acknowledgement in writing no later than one month following the date of the donation.

The Library respects donor privacy and does not sell, rent or exchange donor information.

If a donor wishes to specify how they wish their cash donation to be used, a special agreement must be made with ECRL at the time of the donation. Interested donors should contact ECRL's CEO for assistance. However, the Library reserves the right to decline acceptance of a cash donation with conditions. Donations not otherwise specified will be directed towards the area of greatest operational need.

Gifts-in-Kind Donations

Donations of gifts-in-kind, furnishings or artwork for example, will only be accepted with the agreement of ECRL's CEO. Completion of a Gift Agreement form will be required for the donation of any physical objects, indicating that the legal owner of the object(s) confirms the unconditional gift and transfer of full title to ECRL. ECRL does not accept items of this nature on loan.

ECRL does not evaluate gifts-in-kind for income tax purposes and will not provide tax receipts for gifts-in-kind.

Questions?

If you have any questions or concerns about this policy or its related procedures please contact the CEO at 1-855-787-7323.