

## Gift / Donation Policy for ICC Parish Library

Gifts / donations are welcomed and encouraged and are subject to approval by the ICC Parish Library Coordinator in consultation with the Pastor. All designated funds are credited through the ICC Parish Office. A gift letter is given upon acceptance of gift items.

This policy is effective May 1, 2016.

1. The most preferred gifts are monies for the purchase of new media or furnishings. The monies are treated as a designated gift through the ICC Parish Office and the library is notified of the gift. The library acknowledges the gift and honorees.
2. The donor and Library Committee may determine specific needs of the library regarding the choice of gift. For convenience, gifts may be selected from a needs list or new materials displayed in the library.
3. Gifts of equipment and furnishings are subject to approval by the Library Committee in consultation with the Pastor.
4. All gifts of pre-owned materials to the library, such as books and other media, must be in excellent condition and of the same standards as purchased items. Items which contain mould, have missing pages or are seriously damaged or marked will not be accepted.
5. All donations, such as used books and other media, may be added to our collection if they meet the criteria listed in Point 4 and if they meet the ICC Parish Library Selection/Collection Policy and are subject to review after added to the collection.
6. All donations should be given in good faith to the ICC Parish Library. As such, all accepted donations will not be returned to the donor and will be the property of the ICC Parish Library. No provisional gifts will be accepted.
7. Tax receipts are not issued for donated materials other than monetary gifts which are issued through ICC Parish Office.

The collection of the ICC Parish Library is continually reviewed and each item is evaluated as to its current value in meeting the needs of users.

**Note:** This policy was adapted from the Sample Gift Policy in the *Church Library Ministry Information Service* (2013) by Andrews, Ferguson, Hunter, Maynard & Tiller published by B&H Publishing Group.