



Richmond Hill Public Library

DONATION OF DISCARDED LIBRARY MATERIAL POLICY

1.0 PURPOSE

This policy provides a statement of general principles and criteria for registered charitable organizations, agencies, schools, school libraries or public libraries to request donations of discarded library material from the Richmond Hill Public Library.

2.0 SCOPE

This policy governs all donation requests for discarded library material from registered charitable organizations or agencies, schools, school libraries or public libraries.

3.0 POLICY STATEMENT

It is the policy of the Richmond Hill Public Library that donation requests for discarded library material from registered charitable organizations or agencies, schools, school libraries, or public libraries must be made in writing to the CEO. The request should outline:

- the reason for the request;
- how the donated material will be used;
- expected quantity and type of material;
- background information of the requesting organization, agency, school, school library, or public library; and
- proof of registered charitable status.

4.0 GUIDING PRINCIPLES

4.1 General

Approval of the request will take into consideration the following criteria:

- Library staff time available to select, sort, handle, and pack the donated material;
- quantity and type of discarded material that is readily available; and
- the maximum donation frequency to be once annually.

4.2 Use of Donated Discarded Library Material

Approval will be given to the requesters who plan to use the material for their own charitable organizations, agency, school or library's collections or for use by their clients. Discarded material will not be donated for fundraising uses.

4.3 Costs

All shipping, transportation and other costs associated with the Library's donation of discarded material will be the responsibility of the requester.

5.0 RELATED POLICIES

1.0 Collection Development Policy

Enriching Your Connections, Choices and Community

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