



Gift Acceptance Policy

Purpose and Scope

Burlington Public Library welcomes and encourages gifts from individuals, groups, corporations, and other fundraising partners for the purpose of enhancing library services and resources. The purpose of this policy is to ensure that informed decisions are made regarding the acceptance of gifts to benefit Burlington Public Library.

Statement of Policy

- The Burlington Public Library Board reserves the right to assign gifts wherever the need is greatest or to dispose of them in a suitable way
- The Library reserves the right at its absolute discretion to accept or decline any gift or to negotiate with the donor or representatives concerning any aspect of the gift
- The Library will accept gifts from donors wishing to remain anonymous. However, the donor must be confidentially identified to the Chair of the Burlington Public Library Board and the Chief Executive Officer. The library will honour such requests subject to any disclosure that may be required pursuant to the Municipal Freedom of Information and Protection of Privacy Act
- The Burlington Public Library Board will ensure that donors and donations will not unduly influence the nature of the library's collections and services
- All gifts must be free and clear from encumbrances and will become the exclusive property of the Library

Gifts to the BPL Collections

- Gifts of books, other collection materials and equipment are accepted under the condition that the Library has complete jurisdiction over their allocation
- Gifts of books and other collection materials must adhere to the Library's Material Selection policy
- Special situations under which the Library assumes the responsibilities for preservation, maintenance, display and use of items will be defined individually where applicable
- The Burlington Public Library Board does not guarantee that collections of items will be kept intact except in special circumstances of historical importance
- The Burlington Public Library Board does not guarantee items will be kept permanently. If items of special historical importance cannot be kept, Library staff will undertake to search for an appropriate location

Donor Recognition Policies

- The Burlington Public Library Board will acknowledge all gifts and donations to the Library in a manner commensurate with the value of the gift

Effective Date: Jan 18/01, Oct 2017

Projected Review Date: 2021

Motion #/Date: #01-07, Jan 18/01
#02-14, Feb 21/02

Amended Dates: #17-90, Oct 18, 2017

Associated Procedures: