

YUKON PUBLIC LIBRARIES

SUBJECT

Donations/Gifts

POLICY NUMBER

15

EFFECTIVE DATE

February 2004

REVISED:

September 2006

REVIEWED:

Sept 2008, 2009, 2010, 2012

POLICY STATEMENT

1. Government of Yukon accepts suitable donations and gifts of library materials to augment the Yukon Public Libraries collection in Whitehorse Public Library and Yukon community libraries.

RECEIPT OF DONATIONS

2. Donations and gifts of library materials must fit within the Collection Development Policy (Policy 16).
3. Tax receipts are not provided for any materials received.
4. No payment can be made to donors for any gifts or donations.
5. Yukon Public Libraries reserves the right to refuse and/or dispose of any or all donations or gifts. With prior arrangement, the donor may take back, at their expense, any items that are not accepted for inclusion in the collection.
 - Donations may be given to another Yukon Library, sold by the Friends of Whitehorse Public Library or a community library or disposed of by Government of Yukon.

DONATIONS

6. Donations from the public at large are accepted as space permits and processed as time permits. Yukon Public Libraries cannot provide any pick up or delivery services. Please contact Whitehorse Public Library or any community library in advance to find out if donations are being accepted and if your materials are suitable.
7. Donations will not be acknowledged.

GIFTS

8. Community groups or other organisations making gifts to Yukon Public Libraries should contact the Director, Public Libraries Branch, to ensure a co-ordinated process. If you are applying for outside funding to donate books on a particular topic, and/or have special requirements, please contact the Director in advance to ensure a coordinated process.
9. Gifts from community groups, other governments or similar organisations will be acknowledged as appropriate.
10. Special consideration may be given to official donations and "In memoriam" donations. We encourage donors to contact the Director in advance. Bookplates acknowledging gifts may be placed in these items at the request of the donor.

GENERAL CONDITIONS

11. All items must be clean, complete and in good condition. Hard cover books should have neat dust jackets. Audiovisual materials should have original cases and display packaging. Preference is given to "as new" items.

12. All materials will be reviewed (as time permits) by Public Libraries staff to ensure their suitability for the collection. Selected items will be integrated into the collection along with other similar materials and without special handling.
13. Items given to Whitehorse Public Library or a specific community library are normally designated for use in that library but may be placed in any Yukon Public Library as needed.
14. The following are examples of materials that will not be accepted by Yukon Public Libraries:
- Anything that is damaged/ripped/soiled/marked/mouldy/musty or in otherwise poor or incomplete condition
 - Copied material
 - Out of date reference books
 - Encyclopedias
 - Discarded or surplus books from libraries other than Yukon Public Libraries, or materials belonging to other libraries or institutions
 - Paperbacks with torn or missing covers
 - Any incomplete items or sets
 - Condensed books
 - Magazines and newspapers
 - Audio visual material without cases and display packaging
 - Textbooks
 - Computer books
 - Books written in languages other than English, French or Yukon aboriginal languages
 - Materials not collected by the library
15. Some exceptions may apply, particularly if the item is the sole source of information, or where the content is considered essential to the collection.
- We encourage donors to check their local phone book for charities, recycling centres or used books stores who may accept these materials.

Approved:

Director, Public Libraries Branch

Date