

Donations

F2.1 Donations Policy



Regional Board Policy

Donations Policy

Category: Donations	Policy Number: 2023-6-28	Replaces:
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head
Office of Primary Responsibility: Finance		
Date Adopted: April 2000	Board Resolution Number: 00-4-29(18)(a)	Date to be Reviewed:
Manner Issued: CRD Policy Manual		

PURPOSE:

To have a policy in place surrounding CRD procedures and donations.

POLICY:

Donation Request Campaigns

The Cariboo Regional District Board may from time to time, by resolution, authorize a campaign to request public donations towards a specific project, service or other undertaking of the regional district. Without limiting the foregoing, the Board may, by resolution, stipulate the types of donations (ie, monetary, or specific goods and/or services), that the Board deems appropriate and may further provide for the special recognition of benefactors, or certain classifications of benefactors.

No staff member, other individual or group is authorized to solicit public donations on behalf of the Cariboo Regional District without benefit of a Board resolution to that effect. Exceptions to the aforementioned are solicitations for non-monetary donations that do not exceed \$500 in value. (For example, solicitations for material donations on behalf of the CRD Library for the express purpose of conducting a summer reading program.)

*****END OF PROCEDURE*****

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
Yes Adopted – New Policy	June 2, 2023 April 17, 2000	2023-6-28 00-4-29(18)(a)

F2.2 Donations and Bequests Policy



Regional Board Policy

Donations and Bequests Policy

Category: Donations	Policy Number: PC.2019-6-7	Replaces: 00-04-29(18)(b)
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head
Office of Primary Responsibility: Finance		
Date Adopted: April 2000	Board Resolution Number: 00-04-29(18)(b)	Date to be Reviewed:
Manner Issued: CRD Policy Manual		

PURPOSE:

To establish donation guidelines for the Cariboo Regional District.

POLICY:

The Cariboo Regional District recognizes and appreciates that members of the public, special interest groups, community groups, its corporate citizens, or others, may wish to make an unsolicited donation or bequest to the Cariboo Regional District.

The Cariboo Regional District Board welcomes and accepts unsolicited donations and bequests that are offered as follows:

- Donations and bequests are to be submitted to the attention of the Chief Administrative Officer at the Cariboo Regional District's head office in Williams Lake;
- Donations and bequests must be monetary and must be unconditional with respect to how, when, or where the funds are to be utilized. The funds may be earmarked for a particular service that has been established by the Cariboo Regional District; however, the specific purpose for which the funds will be utilized within that particular budget remains at the discretion of the Cariboo Regional District Board.

Unsolicited donations and bequests that fall outside of the above parameters may only be accepted if authorized by separate Board resolution or policy.

***** END OF POLICY *****

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
Yes Adopted – New Policy	June 27, 2019 April 2000	PC.2019-6-7 00-04-29(18)(b)

F2.3 Donations of Library Materials Policy



Regional Board Policy

Donations of Library Materials Policy

Category: Donations	Policy Number: 00-04-29(19 & 20)	Replaces:
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head
Office of Primary Responsibility: Finance		
Date Adopted: April 2000	Board Resolution Number: 00-04-29(19 & 20)	Date to be Reviewed:
Manner Issued: CRD Policy Manual		

PURPOSE:

To ensure a policy is in place surrounding donations of library materials.

POLICY:

Statement of Intent

The “Donations of Library Materials” policy is intended to assist the public in making informed decisions regarding material they may wish to donate to the Cariboo Regional District Library.

The policy is also intended to provide direction to staff for the acceptance, disposition, and acknowledgement of material donations.

Guidelines

1. Donations of library materials are recognized as the exclusive property of the Cariboo Regional District Library and will not be returned to the donor. Tax receipts are not issued for donations of library materials.
2. The Cariboo Regional District Library maintains the right to refuse such donations, or if accepted, to dispose of donations as deemed appropriate. Donations may be accepted for inclusion in a library book sale.
3. Donations of library materials, if retained for the Cariboo Regional District Library’s collections, may be allocated to any branch in the system.
4. Donations of library materials are subject to use in collection building and maintenance, and as such must meet policy guidelines for specified collection

areas.

5. Donations of library materials must be in excellent condition; materials should be clean, dry, and unmarked.
6. Donations of library materials published or produced within the last five years are generally preferred. Refer to appropriate collection development policy for further selection criteria.
7. Donations of library materials are not accepted as “payments in kind”.
8. Donations of library materials retained for use in the Cariboo Regional District Library will be acknowledged, if requested by the donor.
9. Individuals, groups, or organizations wanting to offer cash donations for the purchase of library materials should direct their request to the Cariboo Regional District Donations Committee.’
10. Exceptions to the preceding guidelines may be made at the discretion of the Cariboo Regional District Board.

***** END OF POLICY *****

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
Adopted – New Policy	April 2000	00-04-29(19 & 20)