



New Westminster Public Library Policy Manual

Section:	Gifts & Donations	Policy Number	G4
Policy Title	Book Sales	Approval Date:	August 19, 2011
		Revision Date:	

Book Sales

Library materials which are no longer required by the Library and items which have been given to the Library and are not required for the collection may be offered for sale through periodic book sales.

Gifts of books or other materials are welcomed on the condition that the Library has complete jurisdiction over their disposal.

Donated items may be added to the Library's collection, distributed to other libraries and institutions, sold at Library book sales or discarded.

The Board accepts donations of cash and can issue receipts for Income Tax purposes to donors. Donations can be made to specific funds (e.g. Board Reserve Fund, Esther Paulson Staff Development Fund, New Westminster Public Library Endowment Fund) or for specific purposes subject to Board approval.

The Library Board will issue receipts for Income Tax purposes for any monetary donations over \$10.00.

Donations and bequests with conditions attached are accepted if the conditions are acceptable to the Board.