

WAIRARAPA LIBRARY SERVICE FUNDRAISING AND DONATIONS POLICY

Purpose

The Wairarapa Library Service welcomes gifts of books, non-print items, equipment, furnishings, services, materials and money that assist in the provision of library services to the community in accordance with the Wairarapa Library Service Strategic Plan.

The library reserves the right to refuse gifts that may not be in keeping with the policies of the Wairarapa Library Service or of benefit to its services.

Fundraising

- Fundraising activities are permitted at the libraries in the form of competitions, raffles or prize draws. Prizes shall not exceed \$100.00.
- All funds raised will be used for the stated purposes and established priorities of any fundraising programme as determined by the Wairarapa Library service Committee.
- All fundraising events are to be organised in accordance with the requirements of the Gaming and Lotteries Act 1977 and/or any subsequent related legislation.

Donations and Gifts

- All donations and gifts will be evaluated according to the same selection criteria that are laid out in the Collection Development Policy.
- The Wairarapa Library Service reserves the right to refuse donations or gifts of materials that may not be in accordance with the Strategic Plan, Collection Development Policy or any other relevant Wairarapa library Service policy.
- Should a donor wish to impose any conditions upon any donation or gift then these conditions need to be outlined in writing and agreed by the Committee. Library staff must indicate this clause to any donor.
- All records relating to established or potential donors will be held confidentially, unless permission is given by the donor in writing.
- Any materials or money donated or gifted become the property of the Wairarapa Library Service.
- The acceptance of donations does not mean that the Wairarapa Library Service will automatically add the donation or gift to the collection. Such donations or gifts may

be assigned to another library within the Wairarapa Library Service and made available through the integrated library catalogue.

- Donated and gifted items may be disposed of as the Wairarapa Library Service sees fit.

Donations of Money

- Applications for financial assistance from grants, sponsors or other sources are to be made in accordance with the conditions required by the body being applied to and with the approval of the Committee.
- All donations of money for the purchase of materials are accepted with the approval of the Committee.
- All donations of money shall be used as designated by the donor.