

Gifts in Kind Policy

Kitchener Public Library, on occasion, receives queries regarding the donation of books, toys, collectibles and some services from members of the community. Instead of money, these individuals request a tax receipt.

For the most part, these donations would be of a value of less than \$1,000. Revenue Canada Taxation has specific guidelines which address the matter of issuing tax receipts for gifts-in-kind.

1. Donations Estimated To Be \$1,000 Or Less In Value

A knowledgeable staff member will determine the importance of the item to the library and will evaluate the item at a fair market value.

The staff member will recommend the issuance of a tax receipt, to be signed by the CEO or designate.

Should the donor wish an independent appraisal of the donation, the appraisal will be done at the expense of the donor.

2. Donations Estimated To Be In Excess Of \$1,000 In Value:

In keeping with the Revenue Canada guidelines, an independent appraisal will be conducted.

If the item is one the library wishes to acquire, the library will assume the cost of the appraisal. A copy of the official appraisal will be provided to the donor along with the tax receipt for the donation. The receipt will be signed by the CEO or designate.

In all of any circumstances, it is the decision of the library to accept or decline donations for the library.

Approved: November 2018