



## Donations Policy

The Trustees of Kegworth Community Library (KCL) are grateful to accept donations of good quality books, CDs, DVDs and other suitable items that can be used in the library.

Anyone wishing to donate items must accept that the Trustees will have the final decision as to how the donations will be used in line with the criteria set out below.

All good quality books, CDs, DVDs etc will either be sold for library funds or donated to another charity if unsuitable.

The Trustees of KCL rely extensively on goodwill and generosity to support the future running and provision of the library. We will happily accept monetary donations of any size. Donors making donations of £5 or more will be asked to complete a Gift Aid form if they meet the tax criteria.

All donors must understand that the Trustees of KCL will have the final decision as to how the donations will be used. All decisions will be made in line with the rules and regulations set out in our constitution and within the parameters set out by the Charity Commission.

This policy will be reviewed annually.

Signed: ..... Dated: .....

Signed: ..... Dated: .....

Review Date: August 2018