



# Contests Policy

**Approval Date: 2025-09-18**

**Last Revision Date:**

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**Effective Date: September 19, 2025**

**Date of Last Review:**

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## **Purpose:**

This Contests policy is intended to support equitable and transparent contests conducted by Annapolis Valley Regional Library (the "Library") for Library users and the public.

## **Scope**

This policy applies to all Library customers and members of the public who participate in contests conducted by the Library, including contests conducted online via the Library's website and/or official Library social media channels.

## **Underlying Principles**

The Library will conduct contests in a manner that is transparent and ensures equitable access for all eligible participants to feel welcome and safe while participating.

## **Participation and Entries:**

Unless specified otherwise, all Library customers and members of the public residing in the Municipality of the County of Annapolis County, the Municipality of the County of Kings and the West Hants Regional Municipality are eligible to participate in contests conducted by the Library.

Current Library Board members, employees, and their immediate families are not eligible to win a major prize\*. Winners of a major prize may be asked to sign a declaration indicating they are not a Library employee, Board member, or an immediate family



member of a Library employee or Board member.

All personal information required to enter the contest, such as name and contact information, is collected by the Library solely for the purpose of administering the contest and shall not be used for any other means. By providing this information, participants consent to it being used for the stated purposes.

Only one entry per person is permitted for each contest unless otherwise stated. Duplicate entries will be removed.

The Library assumes no responsibility for lost, delayed, destroyed, or misdirected entries.

By submitting creative writing, artwork, or other creative material/intellectual property in a contest, the participant agrees to permit the Library to use their material for promotional purposes.

The Library may apply additional limitations on contest participation. Such limitations may include the requirement to have a card or participation frequency.

The Library will include contest guidelines when announcing or promoting a contest.

Unless stated otherwise, all contest entry deadlines follow Atlantic Standard Time (AST) or Atlantic Daylight Time (ADT).

No purchase is necessary to enter any Library contest.

## **Selection and Notification**

Winning entries will be selected at random from all eligible entries received. The odds of winning are dependent upon the number of eligible entries received.

Winners who do not confirm receipt of winning notification within five business days and/or do not meet eligibility requirements, will be disqualified. The Library will randomly select an alternate winner from the remaining eligible entries.

If the selected winner is under the age of 18, a waiver must be completed by the parent or guardian for the winner to be eligible to accept the prize and to publicize the winner's name, entry, photograph, and/or likeness on the library's website and/or social media platforms. Where appropriate, the terms "contestant" and "winner" mean parent or guardian of that person.



## **Claiming Prizes**

Winning participants must pick up their prize at a designated Library branch within 60 days of winning. Unclaimed prizes will be forfeited after 60 days.

All prizes must be accepted as awarded, are non-transferable, non-exchangeable and have no cash value.

If necessary, the Library may substitute a prize or prize component with another of comparable value.

Winning participants may be required to provide valid Government-issued proof of identification (such as a driver's license or passport) to claim a prize.

Any decision of the Library, with respect to disputes or issues involving the contest, is final and binding for all participants.

## **Implementation**

The Coordinator of Public Services is responsible for implementing this policy.

## **Related Legislation and Library Policies**

[Gaming Control Act; Carnival and Charitable Gaming Regulations](#)

## **Definitions:**

Immediate Family of a Library employee or Library Board member includes grandparents, parents, common-law partner or spouse, siblings, children and grandchildren.

Major Prize: an item valued at more than \$100.