

North Grenville Public Library

Policy Type: **Governance/Administration**

Policy Number: **1.7.1**

Policy Title: **General Gift Acceptance**

Policy Approved Date: **June 11 2015**

Policy Review Date: **Annually**

The North Grenville Public Library welcomes and encourages contributions from individuals, groups, foundations and businesses for the purpose of enhancing and enriching the programs and services that the library provides with the library's charitable status.

Section 1: Ethics and Definitions

- 1) North Grenville Public Library is committed to the highest ethical standards of philanthropy, financial accountability and development practice as articulated in the Donor Bill of Rights and the Code of Ethical Fundraising and Financial Accountability.
- 2) The Canada Revenue Agency defines a donation as a voluntary transfer of property to the library made without the expectation that any benefit will accrue to the donor.

Section 2: Gifts and Donations

- 1) The Library accepts gifts of books, pamphlets, periodicals, DVDs and other materials, only if they are suitable to the needs of the Library. The same principles of selection which are applied to purchases are applied to gifts. Gifts of books and other materials are accepted on the understanding that the Library retains unconditional ownership of the gifts, and that if it cannot use them, the Library may discard them at any time and in any way it sees fit. The Library is not responsible for informing the donor of such disposition. Except for temporary exhibit purposes, the Library does not accept storage responsibility for books, documents, or objects owned or controlled by groups or individuals. See **Collection Development Policy 3.2.2** for more information.
- 2) The Library may accept equipment, if of a good quality and of use to the services of the Library.
- 3) The Library accepts monetary donations.
- 4) The Library will accept planned gifts such as bequests or gifts of life insurance.

Section 3: Acceptance of Donations

- 1) The Library evaluates all donations and accept only those which it feels align with the mission, values and standards of the Library.

- 2) Donations will become the exclusive property of the Library and must be clear and unencumbered when given. The Library may accept conditions on the use and/or disposition of donations only where it deems the proposed conditions to be reasonable and feasible.
- 3) While honouring the wishes of donors as appropriate, the library reserves the right to use the donation in the best interest of the library, and shall make decisions regarding the investment, disposition and eventual disposal of all donations.

Section 4: Administration of Donations

- 1) All research undertaken by the Library on current and potential donors will be limited to its funding development process and no other purpose.
- 2) Research methods will respect the individual's right to privacy and information will be acquired only through publicly available sources. Anecdotal information will be included in a donor file only if it can be corroborated with a public source.
- 3) The Library will maintain records of all donations, the contents of which will be protected by current privacy legislation (Municipal Freedom of Information and Protection of Privacy Act), and in accordance with the Donor Bill of Rights.
- 4) Donors' names and contact information will not be sold, leased, rented, or shared in any way with parties outside the Library.
- 5) Receipts will be issued in accordance with the Library's charitable status for all monetary contributions.
- 6) Receipts for tax purposes will be issued for all qualifying non-cash contributions deemed at fair market value. It is the donor's responsibility to provide a written appraisal from a reputable establishment for in-kind donations with fair market value over \$900. Gifts in kind with a fair market value of less than \$900 need not be accompanied by a professional appraisal; however the Library reserves the right to require an expert opinion on the value of the gift. Receipts are not required for donations made through Canada Helps, My Tribute or United Way.
- 7) The Library is pleased to recognize all donations and extend thanks to all donors for their generosity. The Library will strive to acknowledge all gifts within two weeks by phone or email, and issue thank you letters within one month of the receipt of the donation. An official receipt for tax purposes will accompany each letter if applicable.
- 8) Donations will be listed in library publications, including the website, as appropriate.

Section 5: Naming Rights

- 1) From time to time the Library will offer the opportunity for significant philanthropic investment in the Library infrastructure to ensure the sustainability of excellent library service in the community. The Library Board has the authority to recognize significant contributions by naming library services or facilities in honour of its benefactors.
- 2) Naming opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangements for payment.
- 3) The Library Board reserves the right to remove a donor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.
- 4) See Section 7: Recognition for more information on Naming Rights.

Section 6: Partnerships and Sponsorship

- 1) The Library negotiates partnerships with, and accepts support from, the business community in ways that will benefit and recognize the supporting companies while enabling the Library to better achieve its mission without compromising its principles. The Library recognizes that companies support the Library not only out of a desire to be good community members, but also with a hope of a return or benefit to the company.
- 2) The Library does not accept any cash or gift of property, pledge of support or non-cash gift or services or enter into any partnership with any company or other organization that produces goods or services that may be considered harmful or illegal for certain members of the community.
- 3) The Library does not accept any kind of support from any company or organization that, in the judgment of the Library, exploits certain members of the community in its product lines, advertising, marketing, and workforce or in any other way.
- 4) The Library at all times maintains an independent position on issues and concerns.
- 5) The Library accepts support for collections, programs and services only when the content is to be determined by the Library.
- 6) The Library does not accept any support that implies or requires endorsements of products.
- 7) Acceptance of corporation support will take the form of a written agreement signed by representative of the sponsoring organization and authorized representatives of the Library. In some cases a representative of the Municipality of North Grenville will also sign. This agreement will define the terms of the sponsorship and any recognition to be provided to the sponsor.
- 8) The Library reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with this policy or that sponsorship no longer supports the best interests of the Library.
- 9) The right to refuse and/or terminate corporate contributions extends to support of third party fundraising for which the proceeds are designated to benefit the Library.
- 10) Recognition for major corporate support will be developed in cooperation with the corporate donors and will be consistent with the level of support and the Library's mission and purpose and will be meaningful for both the supporting companies and the Library.
- 11) The Library's intangible intellectual assets, including its name and likeness will be protected at all times. Corporate partners will not be permitted to the Library's name for commercial purposes or in connection with the promotion of any product unless authorized by the Library Board.
- 12) Official receipts for tax purposes will be issued as appropriate and according to CRA guidelines.
- 13) The Library Board endorses the Canadian Library Association's Position Statement: Corporate Sponsorship agreement in Libraries as approved June 1997.

Section 7: Recognition of Donors

Donor and sponsors shall be provided with a level of acknowledgement or recognition commensurate with their contribution. The privacy of those requesting anonymity will be respected. Unless otherwise specified, however, donors and donations and sponsors may be highlighted in North Grenville Public Library publications, on its website or on the virtual donation screen.

Naming Opportunities

- 1) The Room to Read capital campaign which ran from 2010-2011 established guidelines for naming opportunities for the Main Branch of the North Grenville Public Library. A plaque was installed in the Library for donations of a minimum of \$10,000. Placement, design and size of plaques is under the control of the Library. The CEO and/or Board will work with the donor regarding the wording.

Level	Amount	Naming Opportunity	Availability
1	\$150,000	Branch Building	Norenberg Building
2	\$100,000	Children's Area	Barry Forbes
3	\$75,000	Information Desk	Dermid and Donna Lee O'Farrell
4	\$50,000	Program Room Fireplace Lounge Teen Space Fiction Area	Tallman Truck Centre Ltd. Eva MacCulloch <i>Available</i> <i>Available</i>
5	\$25,000	Garden	June and Peer Norgaard
6	\$10,000	Quiet Study Room Computer Workstations Collection Areas	Helen Groskopf Hopson Family (<i>Teen</i>) CIBC; m5Digital; Nick Wellstein; Scotiabank (3 stations) O'Farrell Financial Business, Finance & Job Searching; Westerra Homes & Developments for Home, Garden & Cookery; Pratt family for Health & Parenting <i>Other collection areas available</i>

- 2) Names of all those who donated to the campaign were added to the **Donor Book**, which is also available in electronic format on a screen in the Library.

Level	Amount
Publisher	\$100,000+
Author	\$50,000-99,999
Editor	\$25,000-49,999
Designer	\$10,000-24,999
Illustrator	\$5,000-9,999
Reader	\$10-4,999

- 3) Donations received following the capital campaign will receive a plaque, if requested, for a minimum amount of \$10,000. Again the design, placement, duration of display and size of the plaque is under the control of the Library. The CEO and/or Board will work with the donor regarding the wording.
- 4) For sponsorship of specific programs the Library will advertise programs, if requested, with acknowledgement of the sponsorship by naming the corporate entity or using their logo.

Related Documents:

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56

Municipal Freedom of Information and Protection of Privacy Act R.R.O, 1990, Regulation 283

Information and Privacy Commissioner of Ontario.

The Donor Bill of Rights. Association of Fundraising Professionals

http://www.afpnet.org/files/ContentDocuments/Donor_Bill_of_Rights.pdf

Canadian Library Association's Position Statement: Corporate Sponsorship Agreement in Libraries

http://www.cla.ca/AM/Template.cfm?Section=Position_Statements&Template=/CM/ContentDisplay.cfm&ContentID=3037

Related Policies

3.2,2 Collection Policy

3.5.1 Protection of Privacy and Access to Information