

Oliver Paipoonge Public Library

Policy Type: Fundraising

Policy Number: OP-16

Policy Title: Gift Acceptance

Initial Policy Approval Date: 09/29/21

Last Review/Revision Date:

Year of Next Review: 2026

The 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. This policy sets out the requirements for general gift acceptance.

Ethics and Definitions

1. The Library is committed to the highest ethical standards of philanthropy, financial accountability and development practice as articulated in the *Donor Bill of Rights* (Appendix A).
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.

Types of Gifts

1. The Library accepts the following types of contributions:
 - a. books and audio visual material.
 - b. material of significance for local history and genealogy.
 - c. equipment
 - d. toys
 - e. cash
 - f. other in-kind gifts or services
 - g. property of significant value, such as real estate
 - h. planned gifts such as bequests or gifts of life insurance

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.

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Appendix A: Donor Bill of Rights

To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the Library, we declare that all donors have these rights:

To be informed of the Library's mission, of the way the Library intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

- a. To be informed of the identity of those serving on the Board, and to expect the Board to exercise prudent judgment in its stewardship responsibilities.
- b. To have access to the Library's most recent financial statements.
- c. To be assured their gifts will be used for the purposes for which they were given.
- d. To receive appropriate acknowledgement and recognition.
- e. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- f. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- g. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

*Adapted from Association of Fundraising Professionals – *Donor Bill of Rights*. To use the AFP Donor Bill of Rights, permission is required from AFP.

– see <https://afpglobal.org/donor-bill-rights>

Appendix B: Donation Recognition Process

- a. 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 (FN-01 Appendix A).
- b. Donors' names and contact information will not be sold, leased, rented, or shared in any way with parties outside the Library.
- c. Receipts will be issued for monetary contributions only.
- d. The Library is pleased to recognize all donations and extend thanks to all donors for their generosity. The Library will acknowledge all gifts by issuing thank you letters and receipts within 10 working days of receipt of donations.
- e. With the donor's permission, all donations will be listed in the Library newsletter and on book plates. The Library respects a donor's right to make an anonymous gift.