



<b>POLICY TYPE/NUMBER:</b>	<b>PUBLIC</b>	<b>P02</b>
<b>POLICY TITLE:</b>	<b>DONATIONS</b>	
<b>DATE CREATED:</b>	<b>June 25, 1998</b>	<b>DATE REVISED: February 15, 2006</b>

**POLICY STATEMENT:**

The Pickering Public Library actively solicits and encourages donations for facility, capital and service improvements. The Library reserves the right to commit donations to services and projects in keeping with its mission, roles and goals.

**DEFINITION**

A donation is defined as a voluntary transfer of property to the Library made without the expectation that any benefit will accrue to the donor or anyone designated by the donor. The scope of this policy includes:

1. Money
2. Books and other printed materials
3. Audio visual and digital materials
4. Art and photographic works
5. Equipment, toys
6. Other in-kind gifts or services
7. Property of significant value, such as real estate or securities
8. Planned gifts, such as willed donations, bequests or endowments

**PRINCIPLES**

1. The Library will review proposed donations and accept those which fit into its mission, roles and goals.
2. The Library reserves the right to use the donation in the best interest of the Library, and will make all decisions regarding the investment, disposition or eventual disposal of all donations.
3. Donations become the exclusive property of the Library and must be of a clear and unencumbered nature.
4. The Library will maintain donor records, which will remain confidential unless the donor agrees otherwise.

### **Donor Recognition**

1. For monetary donations which exceed \$25, official receipts may be issued to donors for income tax purposes. For other types of donations, the donor must provide the Library with a written appraisal of the donation's worth in order to receive a tax receipt from the Library.
2. The Library will give formal acknowledgement or recognition to the donor, which is commensurate with the value of the donations. Publicity about donations may also be considered, if the Library and the donor are in agreement. The donor may elect to remain anonymous and this will be respected.

### **Exclusions**

1. Unsolicited books and other items donated to the Library for consideration of inclusion into the collections and/or for book sales.

### **Donor Recognition Guidelines**

<b>Level of Donation</b>	<b>Donor Benefit</b>
For \$25 - \$100	Tax receipt Thank you letter from CEO
For \$101 - \$1,000	All benefits from above plus <ul style="list-style-type: none"><li>• Inclusion of donor name an issue of The Library's newsletter and on the Library's website once a year</li></ul>
For \$1,001 and above	<ul style="list-style-type: none"><li>• To be discussed with Library Board</li></ul>

### **Related policies:**

Sponsorship Policy

For further information please contact: Cathy Grant, Chief Executive Officer at Pickering Public Library: (905) 831-6265 ext. 6236, email [cathyg@picnet.org](mailto:cathyg@picnet.org)