

Policy Number P02		Pages 2
Latest Revision May 26, 2016	Reviewed Annually in May	Point of Contact Cathy Grant, Chief Executive Officer

Donations Policy

Policy Statement

The Pickering Public Library recognizes that public funding is the principal and most important source of funding for library service in Pickering. The Library endorses the Canadian Library Association's *Position Statement on Corporate Sponsorship Agreement in Libraries* which supports the importance of public funding for the public good, while allowing libraries to pursue supplementary funding. Publicly funded libraries can and do explore other sources of funding such as grants, gifts, donations, partnerships and sponsorships, to ensure that they provide the best possible services to their communities.

Definitions

Donations

For income tax purposes, a donation (or gift) is defined as a voluntary transfer of property to the Library made without any expectation of any benefit (excluding tax receipt where applicable) accruing to the donor or anyone designated by the donor. The scope of this policy includes: money, securities, gifts and services-in-kind, bequests, endowments or tangibles such as equipment, books, art and real estate.

Policy Principles

The Library welcomes and encourages donations from individuals, groups, foundations and corporations, for the purpose of enhancing the services that the Library provides for the residents of Pickering.

1. Donation Acceptance

1. The Library will review proposed donations and accept those which fit into its vision, ends and strategic directions.
2. All donations become the exclusive property of the Library and must be of clear and unencumbered nature.
3. The Library reserves the right to use the donation in the best interest of the Library and maintains complete jurisdiction over the disposition and/or eventual disposal of all donations.

4. The Library retains the right to accept or decline any bequest at its absolute discretion or negotiate with the executors or the Public Trustees concerning any aspect of the bequest.
5. Acceptance of trust funds will be contingent on the Library's acceptance of the terms and conditions that will govern the administration and disposition of the funds.

2. Official Tax Receipt

Upon request, official receipts will be issued to donors for income tax purposes.

For new gifts in-kind or services-in-kind, an official receipt will be issued for the fair market value or invoiced price. A copy of any such invoice must be provided before a receipt can be issued.

For used gifts-in-kind, an official receipt will be issued for the fair market value based on a written appraisal from a qualified appraiser. The donor is responsible for providing the Library with an official written appraisal of the donation's worth.

3. Donor Records

The Library will retain records of all donors. The information contained in these records will remain confidential unless the donor agrees otherwise.

The Library may use donor lists for the solicitation of future donations.

4. Donor Recognition

The Library supports a formal Recognition Program to acknowledge donor contributions. The form, contents, and duration of such recognition shall be at the CEO's discretion.

Donors shall be provided with a level of recognition commensurate with their contributions.

Donors will be notified of any recognition and given the option of anonymity.

5. Books and other collection donations

In general, unsolicited books and other items are not accepted as donations to the Library. Anything that is accepted will be with the understanding that it may be used or disposed of as the Library sees fit.

Materials acquired in this manner are subject to the guidelines in the Library's Resource Development Policy. The Library does not issue charitable receipts for book or other collection donations other than those under section 2 above.

For further information consult the Library's Resource Development Policy.

Related Policies

Sponsorship Policy, Resource Development Policy

For further information please contact Cathy Grant, Chief Executive Officer at cathyg@picnet.org or 905-831-6265 extension 6236.

Alternate formats available upon request. Please talk to Library staff.