

## **GIFTS/DONATIONS AND FUNDRAISING POLICY**

*Original library co-operation/public relations policy February 15, 2006*

*Revised: March 20, 2007*

*Revised: June 4, 2009*

*Revised gifts/donations and fundraising policy: September 15, 2010*

The Trail and District Public library is pleased to consider gifts (of books and other library materials or equipment) from patrons as long as no restriction is placed upon their use and disposition. Acceptance and use of gifts will be determined by the Library Director on the basis of their suitability to the library's purposes and needs in accordance with the library's stated materials selection policy. The library reserves the right to add them to its collection, distribute them to other libraries, donate, sell, or discard gifted items. Donations chosen to be added to the collection will be processed as quickly as possible by library staff. Tax receipts cannot be issued for donated items. Commercially sponsored gifts may be received with the understanding that the quantity and quality of built-in advertising is acceptable to both the Library Director and Board. Donors are responsible for delivering gifts to the library.

### **Monetary and other gifts**

Unrestricted monetary gifts will be used at the discretion of the Library Board in accordance with this policy and/or the library's Collection Development policies. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the library. Tax receipts will be issued for all monetary gifts. Tax receipts may be issued for "gifts in kind" providing proper documentation (in the form of an estimate) can be provided to the library.

All personal property, art objects, portraits, antiques, and other collectibles, if accepted, are accepted with the condition that they may be sold, kept, given away, or discarded at the discretion of the Library Director. However, the Library Board will take specific requests for the disposition of a prestigious item under advisement, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the library. Tax receipts can only be issued if an authenticated certificate of appraisal accompanies the gift item. Such a certificate is the responsibility of the donors to provide.

### **Recognition**

The purpose of the recognition program is to thank donors, to encourage others to give, and to build healthy long-term relationships between the library and its donors. Personal

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donations of books, etc., will not be recognized. Gift items will be formally acknowledged if the donor wishes. Every effort is made to ensure that the recognition is timely, meaningful to the donor, appropriate, and equitable. Such donations may be recognized in materials, such as newsletters, annual reports, bookplates, donor walls and/or on the library's website. Individual donor names will only be listed with their permission. Special identification bookplates may be used to identify memorial gifts and major collection donations.

### **Fundraising**

The Friends of the Trail and District Public Library will undertake all major fundraising activities in consultation with the Library Director. The Library Director will inform the Board of all activities suggested by Friends, preferably before the activity takes place. The library staff may undertake small-scale, in-house fundraising (of discarded books, unneeded items, etc.) providing this does not take time away from the day-to-day running of the library. All money raised through fundraising will be used to support library programmes and services, in particular those programmes and services that are not supported through the library's general budget.