

## NOTL Public Library

Policy Type: **Fundraising**

Policy Number: **FUND - 01**

Policy Title: **General Gift Acceptance**

Policy Approval Date: **October 2015**

Policy Review Date: **October 2018**

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The NOTL Public Library welcomes and encourages contributions from individuals, groups, foundations and businesses for the purpose of enhancing and enriching collections, programs and services. This policy sets out the requirements for general gift acceptance in accordance with the library's charitable status.

### Section 1: Ethics and Definitions

1. NOTL 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: Types of Gifts

1. The library accepts the following types of contributions:
  - a) books, manuscripts and other printed material
  - b) audio visual material
  - c) art and photographic works of archival significance
  - d) material of significance for local history and genealogy
  - e) equipment
  - f) toys
  - g) cash
  - h) other in-kind gifts or services
  - i) property of significant value, such as real estate
  - j) transfers of securities
  - k) 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.

#### Related Documents:

#### A Donor Bill of Rights, Association of Fundraising Professionals

[www.afpnet.org/ethics/enforcementdetail.cfm?itemnumber=3359](http://www.afpnet.org/ethics/enforcementdetail.cfm?itemnumber=3359)

#### NOTL Public Library OP-04 Collection Development Policy

*Further interpretation of this policy is the responsibility of the CEO and the NOTL Public Library Board. The Board reserves the right to make, modify, revoke, suspend, terminate or change any policy or procedure, in whole or in part, at any time.*