

NOTL Public Library

Policy Type: **Fundraising**

Policy Number: **FUND - 02**

Policy Title: **Administration**

Policy Approval Date: **October 2015**

Policy Review Date: **December 2019**

This policy sets out the requirements for fundraising administration including the research of prospective donors to NOTL Public Library, the collection of personal data, gift processing, receipts and recognition.

Section 1: Research

1. All research undertaken by the library on current and potential donors will be limited to its funding development process and no other purpose.
2. Research methods will respect the individual's right to privacy and information will be acquired only through publicly available sources, library records and donor provided information. Anecdotal information will be included in a donor file only if it can be corroborated with a public source.

Section 2: Donor Records

1. 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 (FUND-01 Appendix A).
2. Donors' names and contact information will not be sold, leased, rented, or shared in any way with third parties.

Section 3: Official Receipts for Tax Purposes

1. Receipts will be issued in accordance with the library's charitable status for monetary contributions of \$20.00 or more.
2. Charitable receipts will only be issued for gifts in kind that have been appraised, at the donor's expense, according to Canada Revenue Agency standards.
3. Charitable receipts will not be issued for gifts of service.

Section 4: Gift Recognition

1. The library is pleased to recognize all donations and extend thanks to all donors for their generosity. The library will strive to acknowledge all gifts in a timely manner and issue thank you letters with official receipt for tax purposes.
2. All donations will be listed in library publications, including the website, as appropriate.
3. The library respects a donor's right to make an anonymous gift.

Section 5: Naming Rights

1. From time to time the library will offer the opportunity for significant philanthropic investment in the library infrastructure to ensure the sustainability of excellent library service in the community. The library board has the authority to recognize significant contributions by naming library services or facilities in honour of its benefactors.
2. Naming opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangements for payment.
3. A proposal to name is conditional upon final approval of the naming by the library board.
4. No naming will be approved that implies endorsement by the Library of a partisan political, religious, ideological or corporate position.
5. The library board reserves the right to remove a donor's name under the following circumstances:
 - where a donor fails to exemplify the attributes of integrity and civic leadership expected of this honour
 - where a donor fails to meet 100% of the pledge commitment over the agreed pledge period and where there is no satisfactory commitment to revised pledge terms.
6. Unless otherwise negotiated, the duration of the naming will be the useful life of the tangible or non-tangible asset. The party for which the asset has been named will be advised of impending change.

Section 6: Signage

1. Naming signage will be in the form of a standardized plaque with wording approved by the Library's senior management.
2. Signs must adhere to the Library's established design practices and be consistent with other recognition signage in size and placement.

3. Corporate logos are not permitted and will not be incorporated into signage or plaques associated with donor recognition.
4. Not-for-Profit, Foundation and Service Club logos are permitted on donor recognition signage and plaques in black and white and a standardized font.

Related Documents:

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm

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.