



PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	Finance	Policy number:	F3
Policy title:	Donations and gifts	Approval date:	Mar 3, 1999
		Revision date:	Dec 2006 Sept 16, 2010 May 21, 2015

1. Purpose of policy

1.1. To serve as a guide regarding the acceptance, distribution and utilization of gifts and donations made to the library.

2. Definitions

2.1. In this policy, donations and gifts include gifts-in-kind (e.g. library materials, artwork, equipment) and monetary gifts (e.g. cash, bequests)

3. General Principles

3.1. The Library welcomes gifts-in-kind and monetary gifts to enhance its services and complete special projects in alignment with its vision, mission, values and strategic priorities.

3.2. The Library may decline gifts that are not aligned with its policies or that do not support its strategic goals.

3.3. All donations and gifts will be acknowledged in an appropriate manner.

3.4. Tax receipts may be issued by the City of Port Moody, on behalf of the Library, for donations or gifts in compliance with all regulatory requirements and Library/City policy, and upon approval of the Library Director.

3.5. The privacy of donors shall be respected. Any donor records maintained by the Library shall be kept confidential to the greatest extent possible.

4. Gifts-in-kind

4.1. Gifts-in-kind will be accepted at the discretion of the Library Director. Once accepted, gifts-in-kind become the property of the Library and can be used for any purpose acceptable to the Library. Donated items may be disposed of at the discretion of the Library and will not be returned to the donor.

4.2. The Library does not appraise or evaluate gifts-in-kind (e.g. books, artwork, equipment). Gift-in-kind tax receipts will only be considered for items accepted by the Library and accompanied by an independent appraisal of their value from a qualified appraiser. The cost of the appraisal will be the responsibility of the donor.

4.3. **DONATIONS OF LIBRARY MATERIALS:** Items will be added to the library collection in accordance with the Library's selection policy. Donated materials surplus to the needs of the library may be sold in a book sale, offered to other organizations, or discarded.

4.4. ART GIFTS: Proposed art gifts will be viewed initially by the Library Director. The Director will prepare a recommendation to the Library Board, who will decide whether or not to accept the gift. To be accepted the work must be offered without condition and fit the decor, space and atmosphere of the library.

5. Monetary Gifts and Bequests

5.1. Monetary gifts can be made directly to the Library.

5.2. The following principles apply to Library bequests:

5.2.1. It is recognized that contributions to the Library in the form of bequests will play an increasingly important role in the future health and vitality of the Library.

5.2.2. In recognition of the generous financial contributions made by donors, the highest standards of donor stewardship and accountability are to be followed.

5.2.3. Bequests are intended to augment the library services that are the responsibility of provincial and/or local governments.

5.2.4. Bequests may be used to support special projects and realize capital improvements that are in alignment with the Library's vision, mission, values and strategic priorities, and that cannot be undertaken within the Library's regular operating and capital budgets.

5.2.5. The Library Board must approve all expenditures.

6. Recognition of Donors

6.1. The Library values and respects its donors. The purpose of recognition is to thank donors, to encourage others to give, and to build healthy, long-term relationships between the Library and its donors. Every effort is made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable.

6.2. Accordingly, steps will be taken to inform the general public of donations in a thoughtful manner appropriate to the nature and value of each gift and in accordance with the following donor recognition principles:

6.2.1. Gifts will be receipted in accordance with Canada Revenue Agency guidelines.

6.2.2. Each donor will receive a personalized thank you letter.

6.2.3. The Library will seek permission from donors to have their gifts recognized in the Library's Annual Report or elsewhere.

6.2.4. Library materials purchased with bequests or donations will be recognized with bookplates placed in items. If requested, notification of memorial or honorary donations will be sent to the family of the person being recognized.

6.2.5. Additional recognition, where feasible and appropriate, will be associated with, but not necessarily limited to, the service, collection or area appropriate to the gift.

6.2.6. The Library will respect the wishes of donors who wish to remain anonymous with regards to being publicly identified or having the amount of their contribution publicly disclosed.

7. Naming Opportunities

7.1. Naming opportunities within the library (e.g. designation of rooms, special furniture, equipment, or discrete areas within the library) may be considered by the Library Board in accordance with the Library's mission, vision and values. Appropriate contributions for such naming opportunities will be determined by the Library Board.

7.2. The length of time for the name to be applied shall be determined by the Library Board as part of the recognition for the financial contribution on a case by case basis.

8. Donations to Other Agencies

8.1. The library does not make donations, in cash or in-kind, to outside organizations, causes or campaigns.