

Madawaska Valley Public Library Policy Manual

Policy Type: Fundraising

Policy Number: FR-02

Policy Title: Administration

Initial Approval Date: 25 September 2013

Last Review/Revision Date: 2021

Review Date: 2025

To set the requirements for administration of fundraising including the research of prospective donors to the Township of the Madawaska Valley Public Library (the Library), the collection of personal data, gift processing and recognition.

Section 1: Research

1. All research undertaken by the Library on current or 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. 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* (FR-01 Appendix A).
2. Donors' names and contact information will not be sold, leased, rented or shared in any way with parties outside the Library.

Section 3: Official Receipts for Tax Purposes

1. Receipts will be issued in accordance with the Library's charitable status for all monetary contributions.
2. Receipts for tax purposes will be issued for all qualifying non-cash contributions deemed at fair market value, if feasible. It is the donor's responsibility to provide a written appraisal from a reputable establishment for in-kind donations with fair market value over \$900. Gifts in kind with a fair market value of less than \$900 need not be accompanied by a professional appraisal; however, the Library reserves the right to require an expert opinion on the value of the gift prior to issuing a receipt.

Section 4: Gift Recognition

1. The Library will recognize all donations and extend its appreciation to all donors for their generosity. The Library will strive to acknowledge all gifts within 5 working days by phone or e-mail, and issue a letter of appreciation within 15 working days of receipt of donations. An official receipt for tax purposes will accompany each letter.

Madawaska Valley Public Library Policy Manual

Policy Type: Fundraising

Policy Number: FR-02

Policy Title: Administration

Initial Approval Date: 25 September 2013

Last Review/Revision Date: 2021

Review Date: 2025

2. Wherever possible:
 - a) Gifts of under \$500 will be personally acknowledged by the Chief Executive Officer (the CEO).
 - b) Gifts of over \$500 will be personally acknowledged by the Chair of the Township of Madawaska Valley Public Library Board (the Board).
3. All donations will be listed in library publications, including the website, as appropriate and feasible.
4. The Library respects a donor's right to make an anonymous gift, and it will be listed as such.

Section 5: Naming Rights

1. On occasion, 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.
 - a) The Board has the authority to recognize such significant contributions by naming library services or facilities in honour of its benefactors.
 - b) The Board also reserves the right to name a library service or facility in honour of an individual or organization who has made a significant contribution to the Library in a non-monetary capacity.
2. Naming opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangements for payment, as determined by the Board.
3. The Board reserves the right to remove a donor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour, as determined by the Board.

Related Documents:

Municipal Freedom of Information and Protection of Privacy Act

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