



Meaford Public Library
General Gift Acceptance
Policy-4
May 2015

The Meaford Public Library welcomes and encourages contributions from individuals, groups, foundations and businesses for the purpose of enhancing and enriching the resources, programs and services that the library provides for the people of the Municipality of Meaford.

Section 1: Ethics and Definitions

1. Meaford Public Library is committed to the highest ethical standards of philanthropy, financial accountability and development practice as articulated in the Donor Bill of Rights.
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) planned gifts such as bequests or gifts of life insurance.

Section 3: Acceptance of Donations

1. The library evaluates all donations and accepts only those that 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.

Section 4: Official Receipts

The Municipality of Meaford can issue receipts for tax purposes on the library's behalf following the guidelines set in the corporate Charitable Donations Receipt Policy.

Related Documents:

Meaford Public Library, *Policy 26 Collection Development*

Municipality of Meaford, *Charitable Donations Receipt Policy*

Association of Fundraising Professionals – [The Donor Bill of Rights](#) –

<http://www.afpnet.org/ethics/enforcementdetail.cfm?itemnumber=3359>

Approved: January 2000

Revised: May 2015