

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.

This policy outlines and clarifies what are general gifts, how the Library will administer them and when recognition will occur.

### **Section 1: Ethics and Definitions**

1. The 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) cash
  - d) equipment
  - e) toys
  - f) intellectual properties
  - g) in-kind gifts or services
  - h) art and photographic works of archival significance
  - i) material of significance for local history and genealogy
  - j) property of significant value, such as real estate
  - k) 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 initially honouring the wishes of donors as appropriate, the library reserves the right to make decisions in the future 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.

### Section 5: Recognition

The Meaford Public Library is committed to acknowledging all gifts to the Meaford Public Library. In this regard, the following categories of gifts and donations that merit specific levels of recognition have been established:

Supporter	\$20 to \$499	thank you letter, tax receipt, copy of newsletter, plus name in Book of Honour
Friend	\$500 - \$1,999	all of the above, name in Book of Honour plus personal phone contact from a chair of Library Board
Bronze	\$2,000 - \$4,999	all of the above plus name on the Wall of Honour (Level 1)
Silver	\$5,000 - \$9,999	all of the above except name on the Wall of Honour (Level 2), plus recognition certificate to be delivered by a member of the Board
Gold	\$10,000- \$24,999	all of the above except name on the Wall of Honour (Level 3 ), plus acknowledgement in newsletter
Platinum	\$25,000 - \$49,999	all of the above except name on the Wall of Honour (Level 4) plus commemorative plaque to be presented at appropriate time
Founder	\$50,000+	all of the above except name on the Wall of Honour (Level 5)

## Confidentiality

The names of persons, companies, organizations or agencies donating to the Meaford Public Library will be considered confidential until such time as they are published according to the Recognition guidelines.

The donor may request anonymity from public display of his/her name.

The specific amount of a donation and terms of payment will be considered confidential at all times.

Access to this information will be limited to Library and Municipal staff and designated individuals.

## Administration

Gifts must always be acknowledged as promptly as possible.

Donors will be advised of the recognition program to which their level of giving places them and the associated benefits.

Inclusion in the Book of Honour and placement on the Donor Wall of Honour will be considered permanent.

Implementation of this program is the responsibility of the Meaford Public Library and the Municipality of Meaford.

## 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](https://afpglobal.org/donor-bill-rights) – <https://afpglobal.org/donor-bill-rights>

Approved:	January 2000
Revised:	May 2015
Revised:	September 2019
Revised:	June 2022