



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 and how the Library will administer them.

### **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 (See Appendix A).
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 materials in good shape. Books accepted include recent bestsellers, must be published within the last three years, or be a classic title
  - b) audio visual material
  - c) cash
  - d) equipment
  - e) in-kind gifts or services
  - f) planned gifts such as bequests
  - g) local history material
2. The library does not accept the following types of contributions:
  - a) reference materials and textbooks
  - b) Readers' Digest condensed books
  - c) outdated informational items (such as medical, scientific, travel, legal)

- d) items in poor shape (mould, yellow pages, worn)
- e) magazines
- f) outdated audiovisual formats such as cassettes, VHS tapes, CD-ROMs

### **Section 3: Acceptance of Donations**

1. The library evaluates all donations and accepts only those that it feels align and does not pose a conflict of interest with the strategic directions 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 support the direction of the Meaford Public Library Strategic Plan.
3. The library reserves the right to make decisions in the future regarding the investment, disposition, and eventual disposal of all donations.
4. Library gifts of print and non-print materials will only be accepted if they can be integrated into the existing collection, and which fit within the criteria defined in Policy 26 – Collection Development.
5. There are no returns or time limits on donations.

### **Section 4: Official Receipts**

The Municipality of Meaford can issue receipts for tax purposes for cash only on the library's behalf following the guidelines set in the Municipality of Meaford Charitable Donations Receipt Policy. Tax receipts will be issued for cash donations of \$20 or greater.

### **Section 5: Confidentiality and Recognition**

The names of persons, companies, organizations, or agencies donating to the Meaford Public Library will be considered confidential. The donor may request anonymity from public display of his/her name by contacting the Library CEO or designate.

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 staff and designated individuals.

The Meaford Public Library is committed to acknowledging all gifts to the Meaford Public Library and gifts must always be acknowledged as promptly as possible.

Any donation above \$2,000 will be recognized with a “wave” on the Wall of Honour. Wave size is at the discretion of the Library CEO or designate. Inclusion on the Wall of Honour is considered permanent.

**Related Documents:**

Meaford Public Library, ***Policy 26 Collection Development***

Municipality of Meaford, ***Charitable Donations Receipt Policy***

Approved:	January 2000
Revised:	May 2015
Revised:	September 2019
Revised:	June 2022
Revised	May 2024

K. Grafton

Meaford Public Library Chair

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## **Appendix A: Donor Bill of Rights**

Meaford Public Library has adopted and adheres to the code of ethics which is contained in the Association of Global Professionals Donor Bill of Rights. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the library, we declare that all donors have these rights:

- a) To be informed of the library's mission, vision, and values, of the way the library intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- b) To be informed of the identity of those serving on the library's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- c) To have access to the library's most recent financial statements.
- d) To be assured their gifts will be used for the purposes for which they were given.
- e) To receive appropriate acknowledgement and recognition.
- f) To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- g) To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- h) To feel free to ask questions when donating and to receive prompt, truthful and forthright answers.

\*Adapted from Association of Fundraising Professionals – Donor Bill of Rights. To use the AFP Donor Bill of Rights, permission is required from AFP – see <https://afpglobal.org/donor-bill-rights>