



## **Newmarket Public Library**

### **Donation Policy**

#### **Purpose**

The Newmarket Public Library is a public institution funded primarily by municipal taxes. The Library welcomes and encourages donations from individuals, groups, the business community, service and other organizations. The purpose of donations is to increase the Library's ability to deliver service to the public and provide enhanced levels of service beyond the core levels funded by taxes, or other public monies.

This policy does not apply to fundraising campaigns or to any sponsorship agreement.

#### **Definition**

For income tax purposes, a donation (or gift) is defined as a voluntary transfer of property to the Library, made without any expectation of any benefit (excluding tax receipt where applicable) accruing to the donor or anyone designated by the donor. The scope of this policy includes donations of:

- Money
- gifts and services-in-kind
- property of significant value such as real estate or securities
- planned gifts such as willed donations bequests or endowments
- tangibles such as equipment, supplies or furniture
- art, and photographic work

For the purpose of this policy, gifts of books or other library materials are discussed specifically in the Policy on Disposal and Donations of Library Materials.

#### **Donation Acceptance**

The CEO has the authority to accept or reject unrestricted donations of tangible items on the basis of suitability to the Library's mission, goals, policies, décor, and availability of space for housing or display.

The CEO reserves the right to refuse a donation under certain conditions which include but are not limited to:

- when the cost of ownership would be prohibitive
- if the donor wishes to exert unacceptable conditions over the donation of the gift or over the disbursement of revenue realized from the disposal of the gift
- when there are unacceptable risks associated with the receipt of the gift
- if the donation is illegal or has questionable provenance

Any donation accepted by the Library is accepted subject to the following terms and conditions:

- Upon request, the Library must receive evidence that the donor has the authority to make a gift of the donated item (s)
- The Library retains unconditional ownership of the gift and
- The Library makes all decisions regarding the use or disposal of the gift and has no obligation to inform the donor of such decision

### **Conditional Contributions**

The CEO may accept conditions on the disposition of donations where he/she deems the proposed conditions to be reasonable and suitable to the mission, goals, policies and best interest of the Library. The Library reserves the right to refuse a conditional contribution that it deems to be in conflict with its by-laws, policies or core values.

The Board may establish special donation categories and donors may designate funds to a particular category. These donations shall be used for the purpose identified and this designation shall be recorded in the donation's records.

### **Donor Records**

The Library shall maintain donor records, the contents of which shall remain confidential and will not be disclosed unless the donor agrees otherwise.

The Library shall seek the approval of donors to use the donor lists for the solicitation of future gifts.

### **Official Receipts**

For monetary donations that exceed \$20.00, official receipts shall be issued on request to donors for income tax purposes.

For in-kind donations, official receipts will be issued on request provided that the value of the donation exceeds \$20.00 and the donor provides a written and verifiable appraisal of the donation's worth. The CEO nonetheless reserves the right to return the item to the donor if the donor is unsatisfied with the receipted amount.

A receipt for income tax purposes may not be issued for gifts of services according to the legal stipulations of the Canada Revenue Agency. Should the Library pay for services received, the vendor or contractor may choose to donate these funds to the Library and a receipt for income tax purposes may then be issued to the donor for this amount.

### **Donor Recognition**

The Library will make efforts to acknowledge donor contributions. The form, contents and duration of such recognition shall be at the CEO's discretion. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. Donors will be notified of any recognition and given the option of anonymity.

### **Related Policies:**

Sponsorship and Advertising Policy

Policy on Disposal and Donations of Library Materials