



## **Gifts and Donations Policy [COL 02]**

Date: December April 26, 2006

Revised Date:

SECTION: Collections

The Brantford Public Library acknowledges the importance of gifts and donations and welcomes individuals, foundations, corporations and community groups to provide enhancements to the existing programs and services available at the Brantford Public Library. This support ensures that Brantford Public Library remains an innovative and exceptional provider of information, lifelong learning and leisure pursuits for the citizens of Brantford.

### **GIFT ACCEPTANCE**

The Brantford Public Library Board is committed to the highest ethical standards of philanthropy and development and reserves the right to decline any gift that is deemed not to be in the best interest of the Library or that is beyond our resources to manage. Gifts are accepted on the condition that if a use is stipulated by the donor, it is consistent with the mission, policies and objectives of the Brantford Public Library.

### **WAYS OF GIVING**

- 1) Gifts of Money – monetary gifts can be designated for a specific purpose, or your gift may be totally unrestricted leaving the decision to the Library to fund areas of need.
- 2) Tribute or memorial gifts – these gifts allow you to honour a friend or loved one in a unique and meaningful way. By marking a special occasion with a gift to the Library you'll be recognizing the important role libraries play in people's lives. In memoriam or in remembrance gifts provide a lasting honour to someone who loved books and reading. Acknowledgment of your gift will be sent to the recipient.
- 3) Books, manuscripts, other printed materials, and non print materials – The Library is pleased to accept these materials provided they comply with the Brantford Public Library's Collection Development Policy. All gifts of this nature are accepted with the understanding that if the Library is unable to use the materials they may be sold or discarded as the Board sees fit.

- 4) Art and photographic works - Gifts and donations other than items which can be used in the Library's collections must be discussed with the Library's Chief Executive Officer. All conditions pertaining to the donation must be clearly stated at that time. The Brantford Public Library Board will make the final determination to accept or reject the gift.
  
- 5) Property of significant value, such as real estate or securities – Unless otherwise stipulated, sizable gifts of this nature (at or above the Sustainer Level) will flow directly to the Brantford Public Library Endowment Fund.
  
- 6) Planned gifts, such as willed donations, bequests or endowments – Unless otherwise stipulated, sizable gifts of this nature (at or above the Sustainer Level) will flow directly to the Brantford Public Library Endowment Fund.

### **LEVELS OF GIVING**

Supporter: less than \$200

Sponsor: \$200 to \$499

Donor: \$500 to \$999

Patron \$1,000 to \$4,999

Sustainer \$5,000 to \$9,999

Benefactor \$10,000 and above

### **GIFT RECOGNITION**

The Brantford Public Library acknowledges the great importance of private gifts and donations to the library's development and growth. Many donations are made by individual and groups in the memory of a deceased loved one, as a tribute to a living person, or in celebration of an event. We feel it's extremely important to publicly recognize these contributions and to do so in a timely fashion. These procedures shall be applied to recognize gifts from individuals, foundations, corporations and community groups that have been given directly to the library. In order to implement recognition procedures in a consistent manner, donors and potential donors should be directed to the Manager, Marketing, Communication and Development. If a donor does not wish to

be publicly recognized, that wish will be honored. The library's donor recognition procedures are as follows:

- All donations to the library will be acknowledged by a letter from the library's Chief Executive Officer.
- Donations to the library at or above the Donor Level will have a leather bookmark enclosed with their letter from the Chief Executive Officer.
- In addition to a letter from the Chief Executive Officer, all donations made to the Library at or above the Sustainer Level will receive an acknowledgement phone call from the Chair of the Brantford Public Library Board.
- For donations made to the Library as a tribute to a living person or as a memorial gift, those honoured or the family of those remembered, will be notified with a letter. The amount of the gift does not appear.
- All donors will also be listed in the annual donor listing in the Library's Annual Report.
- Additional special recognition may take place for significant contributions. Such recognition may include inclusion on the Library's Donor Wall of Recognition (when and if such a wall exists), placement of a plaque or bookplate on items purchased, special events, publicity, a named fund that will provide general support for the Library and naming opportunities for specific rooms or services.

### **DONOR RECORDS**

The Library shall maintain donor records, the contents of which shall remain confidential unless the donor agrees otherwise.

### **OFFICIAL RECEIPTS**

Receipts will be issued for donations which exceed \$5.00. For in-kind donations, official receipts will be issued provided that the value of the donation exceeds \$5.00 and a third

party, commissioned by the Brantford Public Library, has provided written appraisal of the donations worth.