



# Dryden Public Library Board

## POLICY

<b>SECTION: OPERATIONAL</b>	<b>NO: OP-19</b>
<b>TITLE: Donations and Sponsorships</b>	<b>Date: May 2022</b>
	<b>Next Review Date: May 2026</b>

### 1.0 Policy Statement

The Dryden Public Library Board welcomes donations and sponsorships that support the Library. This policy sets out guidelines for donations and sponsorships.

### 2.0 Scope

2.1 This policy covers gifts of cash, library materials, art, equipment, in-kind gifts, and planned gifts and bequests.

### 3.0 Donations

3.1 The Dryden Public Library can refuse a gift that is not in our best interests or is beyond our resources to manage.

3.2 If a business gets the same kind of recognition as all other donors or the recognition is minimal (a simple acknowledgement) they have donated.

3.3 We can accept donations of library materials (books, DVDs, etc.).

3.3.1 Items will be evaluated using *OP-02 Collection Development Policy*.

3.3.2 Donated items will not be accepted as payment for lost or damaged library items or late fees. However, an exact copy of a lost or damaged item will be accepted as a replacement if it is in great condition. A processing fee of \$5 will be charged.

3.3.3 We will not accept old magazines (over 6 months old), encyclopedias, textbooks, VHS, CD-ROMs or cassette tapes, unlicensed items, damaged, soiled, musty or mouldy books, or eBooks or digital material licensed for personal use.

3.3.4 We can only accept current price guides and almanacs.

3.3.5 We can only accept medical and financial advice books, travel guides, and computer manuals if they are less than 5 years old.

- 3.4 Cash can be given to buy items for the collection. Staff will choose the items and keep in mind the donor's wishes when possible. The names of the donor(s) and those recognized by the gift can be listed on a bookplate.
- 3.5 Donations of art, furniture, equipment or other physical items may be accepted. Donors must contact the CEO ahead of time. The Dryden Public Library will own any donated items.
- 3.6 A donation may not be kept forever. Items that cannot be kept may be given to City departments, sold, or discarded.

#### **4.0 Sponsorships**

- 4.1 A business sponsors a program, event or service, when in return for their gift the Library advertises or promotes their business brand, products, or services.
- 4.2 The fair market value of the sponsorship must be taken off the amount of the donation on the tax receipt. If the fair market value cannot be determined or it's more than 80% of the value of the gift; we cannot issue a tax receipt for the gift.
- 4.3 All sponsorships require a written agreement between the sponsor and the Library. It will define the terms of the sponsorship and any recognition.
- 4.4 Sponsorships must follow these guidelines:
  - 4.4.1 the sponsor must have no impact on our policies and practices.
  - 4.4.2 sponsorships do not imply endorsement by the Library.
  - 4.4.3 any public use of the name and/or logo of the Library or its programs and services must be approved by the CEO.
- 4.5 The Library can end a sponsorship if it begins to conflict with this policy or it no longer supports our best interests.

#### **5.0 Tax Receipts**

- 5.1 The Dryden Public Library Board is a registered charitable organization and can issue a tax receipt for donations of more than \$20.
- 5.2 We cannot provide appraisals of donated items. A current appraisal (within 1 year) should be provided at the time of the donation, if donors wish to receive a tax receipt.

#### **6.0 Recognition**

- 6.1 Donors will be asked for their consent before any public recognition, as per *OP-03 Privacy Policy*.
- 6.2 Donors with concerns or requests for recognition should contact the CEO.

#### **7.0 Use of Funds**

- 7.1 The Dryden Public Library will work to ensure that all cash gifts are given towards a designated purpose.

History			
<b>Approval Date:</b>	February 22, 2022	<b>Approved by:</b>	M Benson
<b>Amendment Date:</b>	May 2022	<b>Approved by:</b>	M Benson
<b>Amendment Date:</b>		<b>Approved by:</b>	
<b>Amendment Date:</b>		<b>Approved by:</b>	