

## **General Gift Acceptance**

Policy Number: **FR-01**

Initial Policy Approval Date: **Nov. 2019**

Last Review/Revision Date: **2024**

Year of Next Review: **2028**

---

The Port Colborne Public Library welcomes and encourages contributions from individuals, groups, foundations, and businesses for the purpose of enhancing and enriching the programs and services that the library provides for the people of Port Colborne. This policy sets out the requirements for general gift acceptance in accordance with the library's charitable status.

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

1. Port Colborne 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) and Code of Ethical Fundraising and Financial Accountability.
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) art and photographic works of archival significance
  - d) material of significance for local history and genealogy
  - e) equipment
  - f) toys
  - g) cash
  - h) other in-kind gifts or services
  - i) property of significant value, such as real estate
  - j) transfers of securities
  - 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 which 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 honouring the wishes of donors as appropriate, the library reserves the right to use the donation in the best interest of the library, and shall make decisions regarding the investment, disposition, and eventual disposal of all donations.

### **Attached:**

- Appendix A: Donor Bill of Rights (used with permission)

### **Related Documents:**

- Port Colborne Public Library. OP-04: Collection Development Policy

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

### **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, 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 making a donation and to receive prompt, truthful and forthright answers.

\*Adapted from Association of Fundraising Professionals – AFP Donor Bill of Rights. Used with permission. <https://afpglobal.org/donor-bill-right>

The Donor Bill of Rights was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits. It has been endorsed by numerous organizations.