

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-25
Policy Title: General Gift Acceptance	Policy Approval Date: 12/19/23
Chairperson: V. Duke	Policy Review Date: 01/28

Intent:

The Muskoka Lakes Public Library (herein after referred to as the 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. This policy sets out the requirements for general gift acceptance.

Regulations:

The Library is committed to the highest ethical standards of philanthropy, financial accountability and development practice as articulated in the Donor Bill of Rights (Appendix A).

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.

Procedures:**Section 1: Types of Gifts**

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 2: Receipts

1. Gifts of service, such as accounting or legal opinion, cannot be issued tax receipts under the Income Tax Act because no property is transferred. If a donor wishes to offer a gift of service by charging the Library a fee and donating the proceeds back to the Library, then a receipt for the outright gift will be issued. The payment of the service invoice cannot be contractually linked to the subsequent outright gift; it must be the donor's choice.

2. In advance of accepting gifts of securities, the Library shall determine what process it will use: opening a brokerage account, through the municipality, asking donors to use Canada Helps or another process suitable for the specific conditions.
3. Donors may donate through Canada Helps, which will automatically issue a tax receipt on behalf of the Library.

Section 3: Acceptance of Donations

1. The Library evaluates all donations and accepts only those which it feels align with the vision, mission, and values 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.

Related Documents:

MLPL GF-01 – Mission Statement
MLPL GF-02 - Vision Statement
MLPL GF-03 – Statement of Values
MLPL OP-24 – Collection Development

Appendix A: 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 – *Donor Bill of Rights*

