Policy Type: **Fundraising** Policy Number: FR - 01

Policy Title: **General gift acceptance** Policy Approval Date: January 12, 2015

Policy Review Date: April 17, 2023

SEVERN TOWNSHIP PUBLIC LIBRARY

The Severn Township 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 Severn Township. This policy sets out the requirements for general gift acceptance in accordance with the Library's charitable status[1].

Section 1 : Ethics and definitions

1. Severn Township Public Library is committed to the highest ethical standards of philanthropy, financial accountability and development practice as articulated in the Donor Bill of Rights and the 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

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[2]
i. Property of significant value, such as real estate
j. Transfers of securities[3]
k. Planned gifts such as bequests or gifts of life insurance

Section 3 : Acceptance of donations

1. The Library evaluates all donations and accept 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.

Notes

[1]In lieu of the Library having its own charitable status, the Municipality can issue receipts for tax purposes on the Library's behalf.

[2]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.

[3]In advance of accepting gifts of securities, the Library should determine what process they will use, opening a brokerage account, through the Municipality, or asking donors to use Canada Helps.