



North Grenville Public Library

Policy Type:	Operations	Initial Policy Approval Date:	June 2015
Policy Title:	Donations & Sponsorships	Last Review/Revision Date:	May 14, 2026
Policy Number:	OP-11	Year of Next Review:	June 2029

The North Grenville Public Library (hereinafter 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 with the Library’s charitable status. This policy sets out the requirements for general donation and gift acceptance, the administration of fundraising including the research of prospective donors, and business partnerships and sponsorships in accordance with the Library’s charitable status.

Section 1: Ethics and Definitions

1. The Library is committed to the highest ethical standards of philanthropy, financial accountability, and development practice as articulated in the *Donor Bill of Rights*¹.
2. The Canada Revenue Agency (CRA) defines a donation as a voluntary transfer of property to the Library made without the expectation that any benefit will accrue to the donor.
3. The CRA defines sponsorship as a business making a donation toward the cost of a charity’s activity or event and, in return, the charity advertises or promotes the business’s brand, products, or services.
4. All research undertaken by the Library on current and potential donors will be limited to its funding development process and no other purpose. Research methods will respect the individual’s right to privacy and information will be acquired only through publicly available sources. Anecdotal information will be included in a donor file only if it can be corroborated with a public source.

¹ 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.

5. The Library's intangible intellectual assets, including its name and likeness, will be protected at all times. Corporate partners will not be permitted to use the Library's name for commercial purposes or in connection with the promotion of any product.

Section 2: Types of Donations

1. The Library accepts donations of books, pamphlets, periodicals, DVDs, and other materials, only if they are suitable to the needs of the Library. The Library may accept equipment, if of a good quality and of use to the services of the Library.
2. The Library may accept other in-kind donations or services as appropriate, at the discretion of the Chief Executive Officer (CEO).
3. The Library accepts monetary donations.
4. The Library will accept planned donations such as transfer of securities, bequests, or gifts of life insurance.

Section 3: Acceptance of Donations and Sponsorship

1. The Library evaluates all donations and potential sponsorships and accepts those which it feels align with the mission, vision, values, and standards of the Library.
2. The Library reserves the absolute right to refuse or return any donation that it deems, in its sole discretion, to be inconsistent with its mission, values or legal obligations.
3. The Library does not accept any cash or gift of property, pledge of support or non-cash gift or services, or enter into any partnership with any company or other organization that produces goods or services that may be considered harmful or illegal for certain members of the community.
4. The Library does not accept any kind of support from any company or organization that, in the judgment of the Library, exploits certain members of the community in its product lines, advertising, marketing, and workforce or in any other way.
5. 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.
6. 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.

7. The Library does not accept any support that implies or requires endorsements of products. The Library at all times maintains an independent position on issues and concerns.
8. Except for temporary exhibit purposes, the Library does not accept storage responsibility for books, documents, or objects owned or controlled by groups or individuals.
9. Acceptance of an in-kind donation is not final until approved by the CEO.
10. Acceptance of corporation support will take the form of a written agreement signed by representatives of the sponsoring organization and authorized representatives of the Library. This agreement will define the terms of the sponsorship, including an end date, and any recognition to be provided to the sponsor.
11. The Board reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with this policy or that sponsorship no longer supports the best interests of the Library. The right to refuse and/or terminate corporate contributions extends to support of third party fundraising for which the proceeds are designated to benefit the Library.

Section 4: Donor Records

1. The Library will maintain records of all donations, the contents of which will be protected by current privacy legislation (*Municipal Freedom of Information and Protection of Privacy Act*), and in accordance with the *Donor Bill of Rights*
2. Donors' names and contact information will not be sold, leased, rented, or shared in any way with parties outside the Library.

Section 5: Official Receipts for Tax Purposes

1. Receipts will be issued in accordance with the Library's charitable status for all donations of \$20.00 or more made directly to the Library. Online donations through CanadaHelps will be automatically receipted.
2. Receipts for tax purposes will be issued for all qualifying non-cash contributions deemed at fair market value. It is the donor's responsibility to provide a written appraisal from a reputable, third-party establishment for in-kind donations with fair market value over \$1000. Donations in kind with a fair market value of less than \$1000 need not be accompanied by a professional appraisal; however, the Library reserves the right to require an expert opinion on the value of the donation before issuing a receipt.
3. Official receipts for tax purposes will be issued as appropriate and according to CRA guidelines and Library policy.

Section 6: Donation and Sponsorship Recognition

5. The Library is pleased to recognize all donations and extend thanks to all donors for their generosity.
6. An official receipt for tax purposes will be issued by the designated fundraising platform or by the Library as needed.
7. Wherever possible, donations of over \$1,000 will be personally acknowledged by the Board Chair.
8. Donations from the Friends of the North Grenville Public Library will be received by the CEO and publicly recognized by the Library.
9. The Library respects a donor's right to make an anonymous donation.
10. Recognition for major corporate support will be developed in cooperation with the corporate donors and will be consistent with the level of support and the Library's mission and purpose and will be meaningful for both the supporting companies and the Library.

Section 7: Naming Rights

1. From time to time the Library will offer the opportunity for significant philanthropic investment in the Library infrastructure to ensure the sustainability of excellent Library service in the community. The Board has the authority to recognize significant contributions by naming Library services or facilities in honour of its benefactors.
2. Naming opportunities are subject to agreements that satisfy specific donation levels deemed appropriate to the project costs, arrangements for payment, and length of time for the name to be in place (i.e., a naming expiration date).
3. The Board reserves the right to remove a donor or sponsor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.

Signature of Chair: _____

Approved/Revised

- Approved: June 10, 2021

- Revised: May 14, 2026 (merging of FR-01 General Gift Acceptance, FR-02 Fundraising Administration and FR-03 Partnership and Sponsorship)

Related Documents:

The Donor Bill of Rights. Association of Fundraising Professionals

http://www.afpnet.org/files/ContentDocuments/Donor_Bill_of_Rights.pdf

Public Libraries Act, R.S.O. 1990, c. P44, s. 15(1)

OP-06 Collections Policy

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm