

Revision Date: August 2019                      Policy Type: Administration  
Approval Level: CEO                                Distribution: All Employees  
Review Schedule: 5 Years (or as required)

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## **1. PURPOSE**

The Markham Public Library (the “Library”) welcomes and encourages gifts from individuals, groups, foundations and corporations, for the purpose of enhancing the services that the Library provides for the citizens of the City of Markham

## **2. POSITION STATEMENT**

The Library recognizes that public funding is the principal and most important source of funding for library service in Markham. It endorses the Canadian Library Association’s *Position Statement on Corporate Sponsorship Agreement in Libraries* which supports the importance of public funding for the public good, while allowing libraries to pursue supplementary funding.

Publicly funded libraries can and do explore other sources of funding, such as grants, gifts, donations, partnerships and sponsorships, to ensure that they provide the best possible services to their communities. Corporate sponsorships are one source of additional support that allows public libraries to enhance the level, extend the range, or improve the quality of service provided.

## **3. DEFINITIONS**

**Gift / Donation** – For income tax purposes, a gift (or donation) is defined as a voluntary transfer of property to the Library, made without any expectation of a benefit (excluding tax receipt where applicable) accruing to the donor or anyone designated by the donor. The scope of this Policy includes donations of money, securities, gifts- and services-in-kind, bequests, endowments, or tangibles, such as equipment, library items, art, and real estate.

## **4. GIFTS / DONATION ACCEPTANCE**

- The Library shall analyse proposed gifts or donations, and shall accept those which it feels will cost-effectively support its mission and objectives.
- The Library reserves the right to refuse gifts (donations) which it deems inappropriate or unsuitable to its mission, goals, policies and best interests.
- All gifts (donations) become the Library’s exclusive property and must be of a clear and unencumbered nature.
- The Library reserves the right to utilize gifts (donations) in its best interests and maintains complete jurisdiction over the disposition and/or eventual disposal of all gifts (donations).
- Proposed conditions on the disposition or disposal of gifts (donations) will be accepted only if the Library deems them to be reasonable and feasible.
- The Library retains the right to accept or decline any bequest at its absolute discretion or to negotiate with the executors or the Public Trustees concerning any aspect of the bequest.

- Acceptance of trust funds will be contingent on the Library's acceptance of the terms and conditions that govern the administration and disposition of the funds and receipt of an adequate initial deposit, should this be required by the Library.

## **5. OFFICIAL TAX RECEIPT**

Upon request, official receipts will be issued to donors for income tax purposes for gifts of \$20.00 or more, in accordance with the Income Tax Act as it pertains to Gifts and Official Donation Receipts.

For new gifts-in-kind or services-in-kind, an official receipt will be issued for the fair market value or invoiced price. A copy of any such invoice must be provided before a receipt can be issued.

For used gifts-in-kind, an official receipt will be issued for the fair market value based on a written appraisal from a qualified appraiser or the Library's assessment of fair market value. The Library reserves the right to require the donor to pay the cost of the written appraisal or to provide an appraisal that is satisfactory to the Library.

## **6. DONOR RECORDS**

The Library will maintain records of all donors. The information contained in these records will remain confidential unless the donor agrees otherwise.

The Library may use donor lists for the solicitation of future gifts (donations).

## **7. DONOR RECOGNITION**

The Library supports a formal Recognition Program to acknowledge donor contributions. The form, contents, and duration of such recognition shall be at the discretion of the CEO.

Donors shall be provided with a level of recognition commensurate with their contribution.

Donors will be notified of any recognition and given the option of anonymity.

## **8. RESPONSIBILITIES**

### **CEO / Directors shall:**

- Ensure that they and their employees are acquainted with and comply with this Policy and related policies.

### **Managers / Supervisors shall:**

- Enforce this Policy.

### **Employees / Volunteers shall:**

- Comply with this Policy.

**Library Administration shall:**

- Develop and distribute this Policy;
- Update this Policy per the Review Schedule.

**9. RELATED POLICIES**

- Commemorative Naming
- Sponsorships