

**Policy Name:  
DONATIONS POLICY**

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|---------------|---------------|---------------------|---------------|
| Resolution #: | LIB2025-14    | Date:               | 1 June 2025   |
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## **POLICY STATEMENT AND RATIONALE**

The purpose of this policy is to provide guidelines with respect to the acceptance of donations, and the creation and administration of donations.

## **SCOPE**

This policy shall apply to all Library Staff, Members of the Library Board, and all residents, businesses and organizations seeking to assist the Library through the provision of donations and gifts to the Library.

## **DEFINITIONS**

In reading and interpreting this policy, the following definitions shall apply

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“Chair” means the person presiding at the Library Board Meeting.

“City” means the Corporation of the City of Kawartha Lakes.

“Donation” means a gift or contribution of cash, goods or services given voluntarily toward an event, project, program or corporate asset, as a philanthropic act, without the expectation that any benefit will accrue to the donor, for which a Charitable Tax Credit can be issued. Contributions of skills or time through volunteer service do not qualify as donations, as they are not recognized as such in the Canadian Income Tax Act.

“Gift” means a voluntary transfer of property

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

## **POLICY, PROCEDURE AND IMPLEMENTATION**

### **1.0 General Guidelines**

- 1.1 The Library Board gratefully accepts and encourages donations and gifts from individuals, groups, foundations, organizations and corporations, for the purpose of enhancing library services, subject to this policy.
- 1.2 The Library evaluates all donations, and accept only those which it feels align with the mission, vision, values and standards of the library.
- 1.3 The Library has no obligation to accept, display, or maintain any items donated to the Library.
- 1.4 Donations will become the exclusive property of the Library, and must be clear and unencumbered when given. The Library may accept conditions of the use and/or disposition of donations only where it deems the proposed conditions to be reasonable and feasible.
- 1.5 While honouring the wishes of donors as appropriate, the Library has no obligation to inform the donor regarding the investment, disposition and disposal of donations.
- 1.6 The Library reserves the right to use the donation or gift in the best interest of the Library and maintains complete jurisdiction over the disposition and/or eventual disposal of all donations.

### **2.0 Donations**

- 2.1 The CEO has the authority to accept or reject unrestricted donations or gifts on the basis of suitability to the Library's mission, goals, policies, décor, and availability of space for housing or display.
- 2.2 The Library may accept the following types of financial donations or gifts:
  - Money
  - Friends of the Library cash donations
  - Gifts in memoriam
  - Gifts in celebration
  - Property of significant value, such as real estate or securities
  - Planned gifts, such as willed donations, bequests or endowments

## 2.3 Books and other collection donations

2.3.1 In general, books and other items for are not accepted as donations to the Library. Anything that is accepted will be with the understanding that it may be used or disposed of as the Library sees fit. Some donated materials may be provided to the Friends of the Library for their book sales or events.

2.3.2 Materials acquired in this manner are subject to the Library's **Collection Development Policy**. The Library does not issue charitable receipts for books or other collection donations.

## 2.4 Artwork and equipment donations

2.4.1 Due to the Library's limited display and storage space, and focus on its primary mission, the Library is not able to accept donations or gifts of artwork or equipment without prior approval of the CEO.

## 3.0 Donation Recognition

3.1 The Library Board is pleased to recognize all donations and extend thanks to all donors for their generosity.

3.1.1 Gifts of greater than \$100.00 and under \$500.00 will be personally acknowledged by the CEO.

3.1.2 Gifts of over \$500.00 will be personally acknowledged by the Board Chair.

3.2 Official tax receipts will be issued by the City for all qualifying donations in accordance with the Canadian Revenue Agency regulations for donations valued at \$25.00 and over.

3.3 In situations where a donor requests no public acknowledgement, the Library will honour this request, subject to any disclosure that may be required pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

- 3.4 The Library Board may consider naming rooms in library branches, programs or collections after an individual donor in recognition of significant financial gifts, or gifts in kind, to the Library. This will adhere to the Library's **Naming Rights Policy**.

#### **4.0 Donor Records**

- 4.1 The Library will retain records for all donors. The information contained in these records will remain confidential.
- 4.2 The Library may use donor lists for the solicitation of future donations.

**See also:**

***Sponsorship and Fundraising Policy***

***Collection Development Policy***

***Local History and Archives Policy***

***Naming Rights Policy***