

RAINY RIVER PUBLIC LIBRARY		
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This policy governs the library’s solicitation of, and acceptance of, financial donations.

1. The Rainy River Public Library actively encourages individuals, the business community, service clubs, and other organizations to become donors or sponsors. The Library welcomes gifts of money, books, materials, services, and other items that assist the Library in its mission. All non-financial donations are governed by the Collection Development and Management Policy (SE1).
2. The Rainy River Public Library Board and its trustees have lead responsibility for agency fundraising.
3. Donations will be used to further the mission and purposes of the Library, and will be used for the purposes for which they are given. Alternative uses will be negotiated with the donor if necessary due to program or organizational changes.
4. The Library reserves the right to refuse gifts deemed inappropriate or unsuitable to the Library’s mission, goals and policies. The Library reserves the right to refuse gifts, monetary or in-kind, that have conditions on their use.
5. For income tax purposes, official receipts will be issued to donors for monetary gifts of \$10 or more. Such receipts will be issued by the Town of Rainy River.
6. The Library will maintain records of all donors giving in excess of \$10. The information contained in these records will be confidential unless the donor has agreed otherwise.
7. Donor lists may be used for ongoing communication and the solicitation of future gifts.
8. Financial contributions between \$100 and \$250 will be recognized with a letter of thanks. Donations between \$250 and \$1,000 may also be recognized by a plaque and/or purchased publicity, with the permission of the donor. Donations in excess of \$1,000 will also be recognized by an organized publicity event, with the permission of the donor.

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9. A request for a naming opportunity must be submitted in writing to the Board. All naming opportunities are approved at the sole discretion of the Board. Naming opportunities should be considered during capital fundraising campaigns. A list of components or rooms available for naming should be established before the campaign begins. Naming opportunities will be considered if the donation represents a substantial portion of the actual costs of that component. It may be reasonable in some situations to expect 100% funding for naming to occur. The Library reserves the right to create signage. The Library reserves the right to refuse a naming request. The naming opportunity may be limited to a specified period of time, after which time, the room or component would become available for re-naming. Naming must be sensitive to the community. The size of donation must not be the only consideration.

10. A sponsorship is a mutually beneficial exchange. The sponsor receives a benefit of reciprocal value in return for providing cash, products, or services in kind to the Library. Official receipts are not issued for sponsorships. The Library reserves the right to refuse any sponsorship offer deemed to be inappropriate or unsuitable to the objectives of the Library. The Sponsor shall have no influence on the policies and practices of the Library. Any sponsorship exclusivity must be clearly defined as to nature and extent. Sponsorship agreements shall be presented to the Library Board for approval. Acceptance will take the form of a written agreement signed by representatives of the sponsoring organization and the Library Board Chair and CEO. The Library reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with Library policy or no longer supporting the best interests of the library.

11. In general, the Library does not engage in fundraising for third parties unless such fundraising is of a minor nature and does not conflict with the core mission of the library. Examples include (but are not limited to) the annual Royal Canadian Legion Poppy Drive.