



GENERAL GIFT ACCEPTANCE

Policy Type: Fundraising

Policy Number: FR01

Reviewed: March 6, 2025

1.0 Overview

The Stouffville Library welcomes and encourages donations from individuals, groups, foundations and businesses for the purpose of enhancing the programs and services that the Library offers. This policy sets out the requirements for the acceptance of donations in accordance with the Library's charitable status.

This policy does not apply in those cases where unsolicited books or other materials are donated to the Library either to be considered for the collection or to be resold through book sales.

2.0 Ethics and Definitions

The Library is committed to the highest ethical standards of philanthropy, financial accountability and development practice as articulated in *The Donor Bill of Rights* (Reference A).

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.

3.0 Acceptance of Donations

The Library evaluates all donations and accepts only those which align with the mission, values and standards of the Library. The CEO has the authority to accept or reject donations, at their sole discretion.

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 disposition of donations only where it deems the proposed conditions to be reasonable and feasible.

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, without notice or consultation.

4.0 Types of Donations

The Library may accept the following types of donations:

- books, manuscripts and other printed material;
- audio visual material;
- material of significance for local history and genealogy;
- new equipment;
- monetary amounts;
- in-kind donations or services;
- property of significant value, such as real estate or securities; and
- planned gifts such as endowments, bequests or gifts of life insurance.

5.0 Administration

Board policy with respect to the administration of donations, including the issuance of tax receipts and recognition of donors is outlined in policy *FR02 Fundraising: Administration*.

6.0 Related Policies

FR 02 – Fundraising: Administration
FR 03 – Partnerships & Sponsorships
OP 04 – Collection Development