



## Orangeville Public Library

### Donations and Sponsorship Policy

Board motion number:

Date of next review: October 2023

Date Approved: October 30, 2019

Date of original motion: October 30, 2019

Policy type: Operational

Chair's signature: \_\_\_\_\_

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#### Purpose:

This policy establishes the guidelines for the acceptance of donations or sponsorship opportunities.

#### Scope:

These guidelines, established by the Orangeville Public Library Board, are intended for use by the board and library staff along with those interested in donating to or sponsoring the library.

Other relevant policy documents include the Library's Collection Development Policy, Local History Policy and Vision Statement along with the Town of Orangeville's Procurement Policy as adopted by the Library Board.

#### Definitions

- **Cash** - Cash includes cheques, money orders, bank drafts, and money (bills & coin). Donations made through debit card are considered cash gifts.
- **Donation** – A donation is a gift, monetary contribution, or goods given voluntarily to the library as a philanthropic act without expectation or requirement of reciprocal benefit. Examples include items such as materials collected by the library, equipment and furnishings (including artwork), planned gifts (such as willed donations, bequests or endowments), and property.
- **Sponsorship** – A sponsorship is a mutually beneficial exchange between the Orangeville Public Library and an outside organization, in which an external party makes a contribution of cash or in-kind goods or services to the library in return for recognition, acknowledgements or other considerations. Sponsors receive a benefit of reciprocal value in return for their support and contribution.

**Policy:**

1. Conditions of Acceptance

The library has no obligation to accept, display, or maintain any items donated to the Orangeville Public Library. Once an item is accepted, the library shall be the sole owner of the donated item(s) and will have the right, in its sole and absolute discretion, to deaccession, sell or transfer ownership, or dispose of any donated item(s) without providing notice to or obtaining the consent of the donor.

2. Material for the Collection

Donations of material for the collection must be in good physical condition, preferably published within the past 3 years or of local interest. Material will be considered for the collection only if it matches criteria established in the library's Collection Development Policy, otherwise it will be sold or recycled.

Artifacts, photographs, slides and other local history media other than books will be referred to the Museum of Dufferin unless these items are directly related to the history of the Orangeville Public Library.

All donated items are subject to the standard maintenance and withdrawal procedures of the library.

3. Equipment and Furnishings (including artwork)

Due to the Library's limited display and storage areas and focus on its primary mission, potential donors of large or valuable collections, equipment, furnishings, art or decorative objects are requested to discuss any possible gifts with the Library Chief Executive Officer. If considered, the Library CEO in consultation with the Library Board for higher value items, will evaluate these offers using the following criteria:

- a) Items should be appropriate in scale, durability, material, form and content for the public library environment.
- b) Items that create unsafe conditions or contain other factors that may bear on public liability will not be accepted.
- c) Items shall not be or be perceived to be discriminatory or derogatory of race, colour, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors.
- d) Items should complement and enhance the building and its purpose. They shall be of local interest to the community, of a professional quality, well executed, and in good condition.
- e) Installation (including transporting, framing, mounting and hanging the item) and any ongoing maintenance costs, including the use of staff time, should be minimal or provided for by the donor.

The library reserves the right to determine the location and display of artworks, along with the format and location of accreditation and/or donor information. They may request that artwork be accompanied by a current appraisal of value and may request evidence of artistic importance, merit of the work and reputation of the artist. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the artwork to the Library will be required. The library may also request evidence of provenance and present ownership of the artwork from the donor.

#### 4. Real estate or property

The library will accept gifts of real property that either support or could be sold to support the mission of the library. The library CEO, in consultation with the Library Board and Town of Orangeville Counsel, will determine the suitability of the gift and the terms of acceptance compatible with the library's mission and policies, the donor's intent, and applicable laws.

#### 5. Cash

The library welcomes monetary gifts for the purchase of materials for the grounds, services or collections given in recognition or memory of individuals or organizations. Whenever possible, the library will choose items which accommodate the donor's preferences. The name(s) of the donor(s) and those recognized by the gift will be listed if so desired. These gifts must support the mission of the library.

#### 6. Sponsorships

Sponsorship opportunities should align with the library's mission and goals and should be relevant to library members or visitors. Sponsorship agreements valued at \$25,000 or more shall be presented to the Library Board for approval. Sponsorship agreements valued at less than \$25,000 may be approved by the Library CEO and will be reported to the board. The library reserves the right to determine the location and format of display of accreditation and/or donor information.

#### 7. Charitable receipts

The Town of Orangeville is a registered charity and follows all relevant rules and regulations of the Canada Revenue Agency (CRA). The library, through the Town of Orangeville, will issue charitable receipts for cash donations greater than \$25.00, independently appraised collections of books or art. The library will not place a monetary value on gifts - donors, at their own expense, must coordinate with a qualified appraiser.