

Lib-04-003

Section: Library Operations

Title: Donations, Sponsorship, and Fundraising

Approval Signature: _____
_____, Chair, Tofield Library Board
Latest Revised Date: _____

1. The Tofield Municipal Library benefits from the support of donors and sponsors, and from partnerships with individuals, corporations and not-for-profit organizations.
2. As a charity, the library is operated without purpose of gain for the trustees of the board.
3. All donations and sponsorships will be consistent with the library's mission and will not in any way compromise or contravene any provincial or federal statute, or regulation or policy of the library, or reflect negatively on the library (Lib 00-003).
4. Sponsorships and Partnerships:
 - a. Libraries enrich lives, provide information and foster informed communities which are essential to a democratic society. Sponsorships and partnerships must not undermine the integrity of the non-commercial public space that the library provides.
 - b. Sponsorship arrangements will be at the discretion of the library manager and the board.
 - c. The library reserves the right to terminate an existing sponsorship or partnership if conditions arise that result in a conflict with this policy, or if the sponsorship or partnership no longer supports the best interests of the library.
5. Donations and fundraising:
 - a. Gifts of books, movies, or audio materials are regulated in the Collections Policy (Lib 04-002). Each donation will be approved by the library manager or delegate.
 - b. Fundraising is to support and enhance the quality of library service by raising funds for the purchase of library materials, programs, furnishings, equipment and services to enhance and develop the library.
 - c. Funds donated for the benefit of the library will be administered in accordance with the bylaws and governance policies of the board.
 - d. Charitable tax receipts are offered by the board, under the authority of the Canada Revenue Agency (the CRA), may be issued a charitable tax receipt in accordance with the Income Tax Act and Regulations. Such receipts will be issued for monetary contributions of \$10 or more.
 - e. For gifts of services the library is not permitted to issue an official donation receipt for a gift of service. At law, a gift is a voluntary transfer of property. Gifts of services (donated time, skills, or efforts) provided to a registered charity are not property and, therefore, do not qualify as gifts for the purposes of issuing official donation receipts.