

Policy Name:	Donations and Gifts
Policy Type:	Operational
Policy Number:	OP-19
Original Adoption Date:	February 2009
Current Approval:	June 2025
Review:	January 2028
Motion:	2025:53

Donations and Gifts

1. Purpose

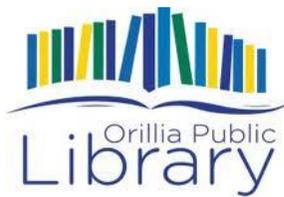
The Orillia Public Library welcomes and encourages gifts/donations from individuals, groups, foundations and corporations, for the purpose of enhancing the services that the Library provides for the community.

2. Policy

The Library recognizes that public funding is the principal and most important source of funding for library service in Orillia. The Library endorses the Canadian Library Association's Position Statement on Corporate Sponsorship Agreement in Libraries which supports the importance of public funding for the public good, while allowing libraries to pursue supplementary funding. Publicly funded libraries can and do explore other sources of funding such as grants, gifts, donations, partnerships and sponsorships, to ensure that they provide the best possible services to their communities.

3. Definitions

"Gift/Donation" is defined as a voluntary transfer of property to the Library, made without any expectation of a benefit (excluding tax receipt where applicable) accruing to the donor or anyone designated by the donor. The scope of this Policy includes donations of money, securities, gifts- and services-in-kind, bequests, endowments, or tangibles, such as equipment, library items, art, and real estate.

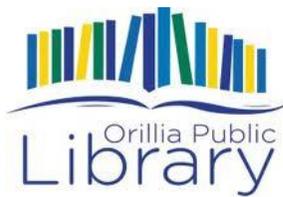


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4. Procedure

Section 1 – Gift/Donation Acceptance

- a. The Library will analyze proposed gifts/donations, and will accept those which it believes will cost-effectively support its mission and objectives.
- b. The Library must receive evidence that the donor has the authority to make a gift of the donated item.
- c. The Library reserves the right to refuse gifts/donations which it deems inappropriate or unsuitable to its mission, goals, policies and best interests.
- d. All gifts/donations become the Library's exclusive property and must be of a clear and unencumbered nature.
- e. The Library reserves the right to utilize gifts/donations in its best interests and maintains complete jurisdiction over the disposition and/or eventual disposal of all gifts/donations.
- f. Proposed conditions on the disposition or disposal of gifts/donations will be accepted only if the Library deems them to be reasonable and feasible.
- g. Acceptable gifts include, but are not limited to, monetary donations, books and other circulation materials, artwork, securities, life insurance, trust funds, real estate, annuities, and bequests.
- h. The Library retains the right to accept or decline any bequest at its absolute discretion or to negotiate with the executors or the Public Trustees concerning any aspect of the bequest.
- i. The Library will maintain reserve accounts to which all monetary donations made to the Orillia Public Library will be deposited.



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Section 2 – Books and Other Collection Donations

- a. Only items that are in excellent condition will be accepted. See Appendix A for a list of acceptable and unacceptable items.
- b. Anything that is accepted will be with the understanding that it may be used or disposed of as the Library sees fit.
- c. Materials acquired in this manner are subject to the guidelines in the Library’s Collection Development Policy. The Library does not issue charitable receipts for books or other collection donations other than rare books of local historical significance to Orillia.

Section 3 – Art Donations

- a. The Orillia Public Library welcomes gifts of original artworks that do not have conditions as to their use and/or disposition. This condition is intended to protect the interests of the donor and those of the Library.
- b. Art objects, plaques, artefacts, antiques, museum objects and other similar items are not generally accepted as gifts. Under certain circumstances, and with Board approval, when such a gift meets the mission and needs of the Library, will the gift be accepted. The acceptance of such a gift does not imply that the Library will retain or display the gift.

Section 4 - Official Tax Receipt

- a. Official receipts will be issued to donors for income tax purposes for gifts of \$20.00 or more, in accordance with the ***Donor Bill of Rights*** as it pertains to Gifts and Official Donation Receipts.



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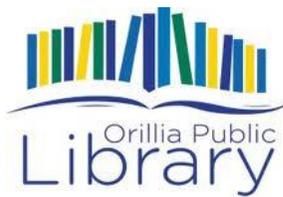
- b. For new gifts-in-kind or services-in-kind, an official receipt will be issued for the fair market value or invoiced price. A copy of any such invoice must be provided before a receipt can be issued.
- c. For used gifts-in-kind, an official receipt will be issued for the fair market value based on a written appraisal from a qualified appraiser or the Library's assessment of fair market value. The Library reserves the right to require the donor to pay the cost of the written appraisal or to provide an appraisal that is satisfactory to the Library.

Section 5 – Donor Records

- a. The Library will maintain records of all donors as per the record retention schedule. The information contained in these records will remain confidential unless the donor agrees otherwise.
- b. The Library may use donor lists for the solicitation of future gifts/donations.

Section 6 – Donor Recognition

- a. The Library supports a formal Recognition Program to acknowledge donor contributions. The form, contents, and duration of such recognition shall be at the CEO's discretion.
- b. Donors will be notified of any recognition and given the option of anonymity.
- c. Occasionally, the Library will offer the opportunity for significant philanthropic investment in the Library infrastructure to ensure the sustainability of excellent library service in the community. The Library Board has the authority to recognize significant contributions by naming library services or facilities in honour of its benefactors.



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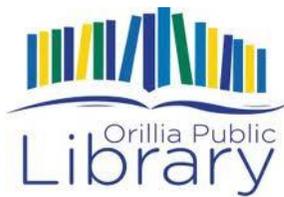
- i. Naming opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangements for payment.
- ii. The Library Board reserves the right to remove a donor’s name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.
- iii. Opportunities for renaming may arise when a collection or room is redeveloped or renovated and will be utilized for a different purpose. Should a collection or room be replaced or substantially renovated, or the use of an area be re-designated, the renaming of the collection or room may be considered.

Section 7 – Disposal of Gifts

- a. Gifts/donations may be disposed of in one of the following ways:
 - a. Weeded as per the Collection policy OP-04.
 - b. Sold in the Library Bookstore.
 - c. Offered to another Library or Community Organization
 - d. Sold at a public auction or sale.
 - e. Some local history materials may be offered to the donor or the donor’s family.
 - f. Discarded, or destroyed as a last resort.

Related Documents

- [*Donor Bill of Rights*](#)
- OP-19 Appendix A: Acceptable and Unacceptable Collection Donations



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- Orillia Public Library: Collection Development (OP-04)
- Orillia Public Library: Local History (OP-13)
- Orillia Public Library: Partnerships and Sponsorship (OP-20)