



Whitby Public Library

Donation Policy

Policy Type: Public

Authority/Created: Library Board

Date Created: November 19, 2003

Date Reviewed: June 19, 2024

The Whitby Public Library benefits from the support of individual, non-profit and corporate donors. Donations benefit the community by enabling the Library to increase the level, extend the range, or improve the quality of library service. The Whitby Public Library is registered with the Canada Revenue Agency as a charitable organization and is bound by their guidelines for charities.

The Whitby Public Library welcomes donations under the following conditions:

1. Donations will further the Library's vision, mission, and values, but not drive the Library's agenda or priorities.
2. Donors have no conflict of interest with the Library Board. Donations will not compromise equity of access to library services, give unfair advantage to, or discriminate-against, sectors of the community.
3. Donors support the principle of intellectual freedom and have no expectation of influencing library policies or practices regarding collections, programs, services, spaces or staffing.
4. Donors complete a deed of gift for non-monetary donations.
5. Donors are acknowledged in a manner commensurate with their contribution. The privacy of those requesting anonymity will be respected.
6. Donors receive approval in advance to use the Library's name and/or logo.
7. All gifts become the exclusive property of the Whitby Public Library. The Library reserves the right to use gifts in the best interest of the organization and maintains complete jurisdiction over the disposition and/or disposal of all gifts.

8. Funds donated to the Library are used for projects or services beyond the regular operating budget (as designated by a donor, the requirements of a grant, or Library staff), or for capital acquisitions. The CEO will be responsible for allocating donated funds to help meet the Library's strategic initiatives for any single purchase or commitment up to \$20,000. The Board will be advised of donations over \$5,000. Allocations greater than \$20,000 must be approved by the Board.

Official receipts will be issued for monetary gifts over \$10.00.