

	Donations & Sponsorship Policy	Policy # FN-03
		Policy Type: Financial
		Approved Motion: 2026-41
		Review Date: 2030

PURPOSE

The Ramara Township Public Library welcomes and encourages donations and sponsorships from individuals, organizations, and community partners to enhance library programs, services, collections, and resources. This policy establishes a clear, ethical, and transparent framework for the acceptance, recognition, and administration of donations and sponsorships, consistent with the Library’s charitable status and public accountability.

POLICY STATEMENT

Donations and sponsorships shall support and not compromise the Library’s mission, values, independence, or strategic priorities. All contributions are subject to approval in accordance with this policy and applicable legislation, including the *Public Libraries Act* and Canada Revenue Agency (CRA) requirements.

The Library retains full authority over its operations, collections, programs, and services, regardless of donor or sponsor recognition.

DEFINITIONS

Donation: A voluntary transfer of property or funds made without expectation of material benefit to the donor.

In-kind Donation: A non-cash contribution of goods or materials. Donations of service do not qualify for charitable tax receipts.

Sponsorship: Financial or in-kind support provided in exchange for recognition, where the primary benefit remains with the library and community.

ROLES AND AUTHORITY

1. The Chief Executive Officer (CEO) is authorized to accept in-kind and monetary donations as well as sponsorships that align with this policy, approved budgetary and strategic priorities.
2. Donations, in-kind donations, or sponsorships involving naming rights, significant financial commitments, or potential reputational risk shall require Board approval.
3. The Board and CEO retain the right to refuse or discontinue any donation, in-kind donation, or sponsorship that conflicts with the library's values, policies, strategic plan, or community interests.
4. Staff have the authority, under the direction of the CEO, to use sponsorship or donation in the designated/directed manner.

ACCEPTABLE AND NON-ACCEPTABLE CONTRIBUTIONS

The library may accept the following types of contributions, subject to operational need, space, and alignment with Library policies and strategic priorities:

- Monetary donations (one-time or recurring)
- Gifts in memoriam or celebration
- Sponsorship of programs, services, collections, equipment, furnishings, or other initiatives
- In-kind donations, including but not limited to books, library materials, supplies, furniture, equipment, space, time, marketing, or other tangible items

Library Discretion and Acceptance

All in-kind donations are accepted at the sole discretion of the library. The library reserves the right to decline, redirect, or dispose of donated items that do not meet current or future needs, space limitations, safety requirements, or applicable policies, including the *Collection Development Policy*.

Transfer of Ownership and Authority

Once a donation or sponsorship has been accepted, whether financial or in-kind, the contribution becomes the exclusive property of the library. Donors and sponsors relinquish all rights to control, influence, reclaim, exchange, or request the return, relocation, or specific use of donated funds, materials, or items unless otherwise specified in a contract such as a Memorandum of Understanding (MOU).

Sponsored Programs, Services, or Resources

Sponsored programs, services, or initiatives are planned, developed, and delivered under the direction of library staff. Sponsorship recognition does not confer authority over program content, staffing decisions, scheduling, delivery methods, or operational outcomes though donors may be consulted.

Non-Acceptable Contributions

The library will not accept contributions that:

- Require endorsement of products or services
- Impose ongoing control, decision-making authority, or conditions that conflict with Library policies
- Influence intellectual freedom, collection decisions, or service delivery
- Conflict with library values, public trust, or community interests

RECOGNITION AND DONOR LEVELS

Donor Level	Amount	Recognition
Supporter	\$100 – 499	Thank you letter from CEO, invitation to Donor and Volunteer day, posted on Annual Report. Optional: Book plaque
Copper	\$500-999	All of the above, plus social media post, e-Newsletter post, and other relevant methods of communication. Thank You Letter from Board Chair Optional: Book plaque or Program Recognition
Bronze	\$1,000 - \$2,499	All of the above plus Certificate of Sponsorship, posting on website for two (2) years.
Silver	\$2,500 - \$4,999	All of the above plus personalized recognition plaque to be displayed to the public
Gold	\$5,000 - \$9,999	All of the above plus press release; furnishing or equipment naming, where applicable
Platinum	\$10,000+	All of the above plus special requests/offers, subject to Board approval

PLAQUES AND NAMING RECOGNITION

- In-memorium or commemorative plaques may be placed in books or other materials, subject to the *Collection Development Policy*.
- Recognition plaques may also be used to acknowledge special occasions, celebrations, or honours without implying ownership or control.
- The library reserves the right to relocate or remove plaques due to space limitations, collection management, or operational needs.

TAX RECIEPTS

- As a registered charity, the library will issue official donation receipts for monetary donations of \$20 or more, in accordance with CRA guidelines.
- Tax receipts may be issued for eligible in-kind donations at fair market value, subject to appropriate valuation requirements and with approval from the CEO.
- Sponsorships that provide material benefit to the sponsor may not be eligible for charitable tax receipts.

RECORDS AND PRIVACY

The library shall maintain accurate records of all donations and sponsorships. Donor information shall be protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Ac*, CRA compliance, and the *Records and Retention Management Policy*.

TERMINATION AND REVIEW

The library reserves the right to refuse, terminate, or amend any donation or sponsorship agreement should circumstances arise that conflict with this policy or the library's best interests.