



## BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: OP-42  
Title: General Gift & Donation Acceptance  
Board Approval Date: February 13, 2024

Category: Operational  
Policy Replacing: Donations #1: June 2015  
Year of next review: 2028

### PURPOSE:

The Bracebridge Library welcomes and encourages contributions from individuals, groups, foundations, and businesses for the purpose of enhancing and enriching the programs and services that the library provides. This policy sets out the requirements for general gift & donation acceptance.

### Section 1: Ethics and Definitions

1. Bracebridge Library is committed to the highest ethical standards of philanthropy, financial accountability, and development practices.
2. The Canada Revenue Agency defines a donation as a voluntary transfer of property to the Library made without the expectation that any benefit will accrue to the donor.

### Section 2: Types of Gifts

1. The Library accepts the following types of contributions:
  - a) books, manuscripts, and other printed material
  - b) audio visual material
  - c) art and photographic works of archival significance
  - d) material of significance for local history and genealogy
  - e) equipment
  - f) toys
  - g) cash
  - h) other in-kind gifts or services
  - i) property of significant value, such as real estate
  - j) transfers of securities
  - k) planned gifts such as bequests or gifts of life insurance.
2. **Gifts of service**, such as accounting or legal opinion, cannot be issued tax receipts under the *Income Tax Act* because no property is transferred. If a donor wishes to offer a gift of service by charging the Library a fee and donating the proceeds back to the Library, then a receipt for the outright gift will be issued. The payment of the service invoice cannot be contractually linked to the subsequent outright gift; it must be the donor's choice.

### Section 3: Acceptance of Donations

1. The Library evaluates all donations and accept only those which it feels align with the mission, values, and standards of the Library.

2. Donations will become the exclusive property of the Library and must be clear and unencumbered when given. The Library may accept conditions on the use and/or disposition of donations only where it deems the proposed conditions to be reasonable and feasible.
3. While honouring the wishes of donors as appropriate, the Library reserves the right to use the donation in the best interest of the Library, and shall make decisions regarding the investment, disposition, and eventual disposal of all donations.

#### **Section 4: Tax Receipts**

1. The Library will provide a tax receipt to all eligible donors whose gift/donation was greater than \$10. Tax receipts will be issued through the Town of Bracebridge, as a qualified donee, in accordance with all mandatory regulations, legislation and applicable guidelines to which the Town and Library are subject.