

Purpose:

To establish a healthy environment, grounded in RPL's values, that supports community services, spaces, and technologies to inspire discovery, learning, and connection.

Objective:

The objective of this policy is to:

- ensure transparency, integrity, and compliance with applicable laws and regulations in the acceptance of charitable gifts by Regina Public Library, while upholding the purpose and values of RPL; and
- facilitate the acceptance of gifts that further the purpose of the organization, maximize the impact of donor contributions, mitigate potential risks, and foster strong donor relationships.

This policy and its related procedures govern the acceptance of all gifts made to RPL, whether such gifts are made during the lifetime of a donor, or they are gifts from trusts and/or estates.

Delegated Authority:

Director, Development

Legislated Authority:

The Public Libraries Act, 1996, s.67

Income Tax Act (Canada)

Other Relevant Documents:

- Art Collection and Acquisition Policy
- Collections Policy
- Investment Policy
- Reserves Policy
- Gift Acceptance Procedure
- Donor Relations Procedure
- Campaign Fundraising Procedure
- Association of Fundraising Professionals Code of Ethical Principles

- Donor Bill of Rights

Application:

This policy applies to all RPL staff and volunteers. It also serves as a guide for prospective donors and their advisors.

Policy:

- 1.0. The Regina Public Library Board is a registered charitable organization. The Registration Number is 119114262 RR 0001.
- 2.0. The Library Director and CEO and the Director, Development are authorized to accept gifts under this policy.
- 3.0. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, organizations, foundations, government agencies, and other legal entities, without limitations.
- 4.0. RPL welcomes contributions in the form of gifts and pledges, including: cash, gifts-in-kind, real property, publicly traded securities, bequests, life insurance, and gifts of artwork.
- 5.0. RPL may refuse a gift that is considered to fall outside of any RPL established policies or procedures, or on the liability it might pose, including donations that:
 - 5.1. are inconsistent with RPL's aspiration, purpose, or value statements;
 - 5.2. have conditions or limitations that are not in the best interests or are outside the ethical boundaries of RPL;
 - 5.3. may cost RPL money or prove to be a liability that outweighs the benefit;
 - 5.4. violate federal, provincial, or municipal laws; or
 - 5.5. are not able to be liquidated into cash in a reasonable amount of time.
- 6.0. Gifts are accepted on the condition that they will be used for the intended purpose or project, unless the designated purpose or project has been completed, or, for some reason, cannot be completed. For gifts requiring an agreement, language will be included in the agreement notifying the donor of this possibility. In any case, best efforts will be made to contact the donor prior to using the donation on activities that are not for the intended purpose.
 - 6.1. Unrestricted gifts will be designated for such purposes as RPL determines will best advance its purpose.
 - 6.2. Restricted gifts will be used expressly for the purpose for which they were given.

- 6.3. If the use of a gift becomes impractical or impossible, RPL will, in consultation with the donor, if possible, redirect the gift as appropriate.
- 7.0 Prior to the initiation of any large capital fundraising campaign, approval must be granted by the Board of Directors.
- 6.0. Acknowledgement of gifts will be made according to the Donor Relations Procedure.
- 7.0. Donations and pledges to RPL that include a naming opportunity must meet the criteria outlined in the Donor Relations Procedure and will require a written agreement.
- 8.0. RPL's Fund Development Office is authorized to issue donation receipts for charitable donations, on the recommendation of the Director, Development or the Library Director and CEO.
- 9.0. Gifts-in-kind to RPL are evaluated at fair market value.
 - 9.1. If fair market value is \$1,000 or less, a staff member of RPL, or another individual with sufficient knowledge of the property may determine its value. The individual who determines the fair market value of the item should be competent and qualified to evaluate the item being donated.
 - 9.2. Gifts-in-kind with an anticipated value of more than \$1,000 must be professionally appraised by a third party.
 - 9.3. Gifts expected to be valued at more than \$50,000 must be professionally appraised by two independent appraisers.
 - 9.4. Donors may be required to pay for appraisals required for their donation.
 - 9.5. Once gifts-in-kind are made to RPL, the donated materials become the property of RPL, and RPL has the right to dispose of the items at its discretion.
- 10.0. Donations of art are subject to the Art Collection and Acquisition Policy.
- 11.0. RPL is committed to ethical engagement. All solicitations on behalf of RPL will be in accordance with the standards in the Donor Bill of Rights, created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute. Fundraising activities will align with the AFP Code of Ethical Principles. A reproduction of the Donor Bill of Rights and the AFP Code of Ethical Principles will be made available on the library website.
- 12.0. RPL will not disclose privileged or confidential donor information to unauthorized parties.

13.0. RPL does not sell, share, or trade donors' names or personal information.