

Gifts and Donations

I. MONETARY DONATIONS

The Sylvan Lake Municipal Library is a Registered Charity under the Canada Revenue Agency.

Tax receipts will be issued for donations over \$20.00 or upon request, according to the guidelines and rules set out by Canada Revenue Agency.

Funds will be used for an appropriate library purpose, with consideration to the wishes of the donor.

II. BOOK DONATIONS

Donations of books or other materials are accepted with the understanding that they may be sold, used for book sales, or passed on to other organizations, if not required by the library.

All donations, bequests, or gifts must support the goals and objectives of the library and are given without any attachments.

All gifts to the library will be accounted for and acknowledged by the Library Director.

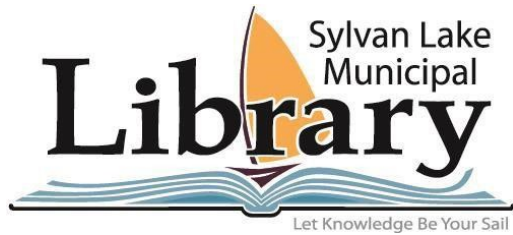
III. OTHER MATERIALS

The Sylvan Lake Municipal Library will accept donations of non-collection items, including artwork, equipment, or other tangible property only if the items satisfy a definite need.

All property donated becomes the exclusive property of the Sylvan Lake Municipal Library. The Library may use or at any time dispose of the property in any way it sees fit.

Tangible capital assets received as donations are recorded at fair market value at the date of receipt and are also recorded as revenue.

Issuing of tax receipts will follow CRA guidelines



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IV. NAMING

The Sylvan Lake Municipal Library encourages and welcomes organizations and individuals to support to the Library through the establishment of sponsorships including revenue and/or in-kind contributions, to enhance events, programs, activities, and services to the community. The Board's first priority is to ensure the continuation and growth of financial support from the Town of Sylvan Lake, Red Deer County, the surrounding Summer Villages, and the Province of Alberta.

Recognizing that the long-term philanthropic support of the Library is vital to the services it provides, the Board supports the ongoing practice of entering into naming rights agreements with donors where such relationships are mutually beneficial and are consistent with the guidelines set in this policy.

In judging the suitability of a naming rights proposal, the following will be considered:

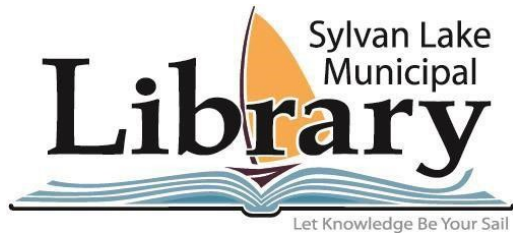
1. The significance of the proposed financial contribution in relation to the project
2. The urgency of the need for the project, or of funding for the project
3. The donor's values will align with those of Sylvan Lake Municipal Library
4. The acceptability of the donor from the perspective of current community standards
5. The history of the donor's support of libraries and literacy
6. The donor's compatibility with, understanding of, and support for the library's mission and mandate

All naming rights agreements will be for a fixed term considering the local philanthropic climate and leading philanthropic practices.

The partner organization will be granted marketing rights to promote their involvement with the Sylvan Lake Municipal Library for the duration of the naming/sponsorship agreement subject to the provisions of this policy.

The Library will not relinquish to the naming rights holder any aspect of the Library's right to manage and control any of the Library's assets, facilities, programs, services, staff, or volunteers.

The name only, and not the logo, of a donor will be used on any signage identifying Library facilities. This is in order to protect the integrity of the Board and the Library's brand, limit confusion over the nature of the facilities, and avoid



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the perception of advertising. Logos may be used on recognition or dedication plaques, provided they are tasteful and appropriately sized.

Sponsorships do not imply endorsement of products or services by the Library. Sponsorship does not automatically imply any exclusive arrangements with the Library.

Tax receipts are not issued for naming rights donations.

A. Library Values

The Sylvan Lake Municipal Library is a cornerstone of the community. Sponsorships must not undermine the integrity of the non-commercial public space that the Library provides. In developing sponsorship arrangements, the Library will:

1. Safeguard the equity of access to library services and not allow sponsorship agreements to give an unfair advantage to, or cause discrimination against, any sectors of the community;
2. Protect its principle of intellectual freedom and equity of access to its programs, services, and collections;
3. Protect the confidentiality of user records;
4. Not permit sponsors to have an undue impact on the policies and practices of the Library or information provided by the Library (eg. materials selection, choice of service provider, etc.), or to influence or alter the basic goals and objectives of Library programs and services;

Date Approved: October 13, 2021
Board Chair: Deborah Parry

Date Approved: March 12, 2025
Board Chair: Carol Moore