

# FUND RAISING AND DONATIONS

## POLICY QUESTIONS TO ADDRESS

1. What is the purpose of fund raising and accepting donations?
2. How do fund raising and the acceptance of donations support the library's goals and objectives?

## DEFINITIONS

1. What does the library mean by the phrase *fund raising*?
2. What does the library mean by the term *donations*?

## REGULATIONS QUESTIONS TO ADDRESS

1. Does the library accept donations of cash or checks? If so,
  - a. may the donor request that the cash be used for a particular purpose?
  - b. is the donor given a receipt?
  - c. how does the library indicate its appreciation to the donor?
  - d. to whom is the cash sent?
2. Does the library accept donations of:
  - a. equipment?
  - b. furniture?
  - c. books, videos and/or other library materials?
  - d. land?
  - e. other?
3. If the library does accept donations, what criteria are applied for each type of donation that the library accepts?
4. Who is responsible for determining whether or not the library will accept the donation?
5. How is the decision on whether or not the library will accept the donation communicated to the potential donor?
6. If the donation is accepted, how is the library's appreciation conveyed to the donor?
7. Under what circumstances, if any, is the donation publicly acknowledged? What form does that acknowledgement take?
8. Does the library actively solicit donations of:
  - a. equipment?
  - b. furniture?
  - c. books, videos and/or other library materials?
  - d. other?If so, how is this active solicitation accomplished?

9. Does the library have an organized, on-going fund raising effort? If so, is this effort primarily managed by library staff or by another organization such as a Library Foundation or the Friends of the Library?
10. If the organized fund raising effort is primarily managed by library staff,
  - a. who is responsible for determining the scope of the fund raising effort and the intended use of the funds that will be raised?
  - b. what is the role of the Library Board in the fund raising efforts?
  - c. may a prospective donor indicate how he or she wishes the funds to be expended?
  - d. who is responsible for managing the fund raising effort?
  - e. where are the funds that have been collected deposited?
  - f. are the funds invested? If so, who has approved the investment plan?
  - g. how is the community informed about the library's fund raising effort?
  - h. how are donors recognized for their contributions? Does the form of recognition vary depending on the amount that was contributed?
  - i. other?
11. If the organized fund raising effort is primarily managed by another organization such as the Library Foundation or the Library Friends,
  - a. how are the library director and/or staff involved in this process?
  - b. how is the Library Board involved in this process?
  - c. who is responsible for determining the scope of the fund raising effort and the intended use of the funds that will be raised?
  - d. may a prospective donor indicate how he or she wishes the funds to be expended?
  - e. who is responsible for managing the fund raising effort?
  - f. where are the funds that have been collected deposited? Are the funds under the control of the library or the other organization?
  - g. are the funds invested? If so, who has approved the investment plan? How are the investments monitored?
  - h. how and when are the funds disbursed to the library?
  - i. is a portion of the funds retained by the organization to support the fund raising efforts? Is there a maximum amount or percentage that can be withheld for his purpose? If funds are being withheld for this purpose, are potential donors aware that funds are being withheld?
  - j. how is the community informed about the fund raising efforts being conducted on behalf of the library?
  - k. how are donors recognized for their contributions? Are donors recognized by the organization managing the fund raising and/or the Library? Does the form of recognition vary depending on the amount that was contributed?