

Purpose: The community's interest in, and support of, the Library is highly valued. Monetary donations for the purchase of library materials, equipment or furniture are welcome. The naming policy is to clarify the requirements and procedures to be followed by the Board in order to have specific rooms, areas, or buildings of the Brooks Public Library named for a person or an organization.

1. Monetary Donations:

1.1. Immediate Use Donations

- 1.1.1. Monetary donations are welcomed by the Library. Tax receipts are issued by the Library for any amount over \$20.00.
- 1.1.2. Monetary donations can be allocated by the donor to specific areas of the library collection, to equipment, or to facility enhancement under the direction of the Head Librarian.
- 1.1.3. Monetary donations are deemed to include any charges for the acquisitions, cataloguing, and processing of library items purchased with the donation.
- 1.1.4. Monetary donations may be made as a part of the Brooks Public Library Advancement Program (Attachment A). If this is the case an Advancement Program form (Attachment B) must be filled out. The amount of money donated will determine the colour of the donor plaque. A donor plaque will then be affixed to the Advancement Program Donor wall according to current configuration.

1.2. Endowment Donations

- 1.2.1. The Library has an endowment fund held and managed by the Community Foundation of Southeastern Alberta (CFSEA). Monetary donations to the Library's endowment fund can be made through the Library or directly through the CFSEA.
- 1.2.2. Interest earned by the endowment fund is paid out annually to the Library. Donors may allocate the interest to specific areas of the library collection, to equipment or to facility enhancement as determined by the CFSEA guidelines. Unallocated interest is used at the discretion of the Head Librarian for Library operations, materials, collection or facility enhancement.

Approved by: _____
Board Chair

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2. Lois Hole Legacy Program

- 2.1. The Brooks Public Library is a participant in the Lois Hole Legacy Program "*Grow Your Library*". Individuals who wish to make memorial donations in their own honour or in honour of someone else are encouraged to take part in this program. Please refer to the Procedures and Guidelines (Attachment C).
- 2.2. If library users do wish to make a memorial donation, the Head Librarian must approve the selection of any titles.

3. Acknowledgements:

- 3.1. All donations for which the donor does not request anonymity will be acknowledged by the Head Librarian with a Brooks Public Library thank you card.
- 3.2. When a prestigious donation is received, if the donor consents, appropriate publicity will be arranged. This results in favourable public relations and general good will.
- 3.3. Donated library materials or equipment purchased specifically for the Library or with money donated to the Library can be acknowledged by affixing a book plate or other name plate to the material or equipment.

4. Naming Criteria

4.1. Based on Service

- 4.1.1. A proposal is formally made to the Board to name a new or existing area or facility in honour of an individual for service to the library or the community. A detailed justification and explanatory materials must be included with the proposal.
- 4.1.2. Based on Financial Gifts and Donations
- 4.1.3. To name a new or renovated area, donors are expected to provide the primary donation toward the total cost of constructing or renovating the area.

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- 4.1.4. Where possible/negotiable an endowment fund is obtained for the continuing operations and maintenance of any gift-funded facility/area.
 - 4.1.5. Naming of rooms, areas, and buildings are for a set term clearly outlined in writing and negotiated between the board and the donor.
5. The Board has the authority to accept or reject any proposal, gift, or donation pursuant to this policy.

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Attachment A

The Lois Hole Library Legacy Program "*Grow Your Library*" Procedures and Guidelines

1. Once an individual has indicated he or she wishes to make a memorial donation to this program, the Head Librarian will work in conjunction with the donor to select an item for the library's collection.
2. The item must be ordered as a "donation" through the Shortgrass Library System and the Brooks Public Library will then be invoiced for the purchased item.
3. When the item is received at Shortgrass, it will be catalogued and processed then flagged. Once it arrives at BPL, an appropriate Lois Hole Library Legacy Program bookplate will be placed on the inside front cover of the item. There are three book plates to choose from. These are: "Donated by", "In Honour of" and "Donated by in honour of".
4. If appropriate, a Lois Hole Library Legacy Program gift notification card will be sent out to the individual or family in whose honour the item has been donated.
5. A Lois Hole Library Legacy Program Thank You card will also be sent out to the donor and, if requested, to other family members.

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