

Bucks County Free Library

FUNDRAISING AND DONATIONS

Policy Statement

The Bucks County Free Library (BCFL) encourages financial support from individuals, businesses, foundations, and other outside sources.

BCFL actively seeks funding to further its mission and fulfill strategic plan goals, strengthen existing programs and efforts, and deliver new, innovative services.

BCFL has been granted 501(c)(3) status by the Internal Revenue Service and conducts its fundraising activities in compliance with all federal, state and local laws as well as the provisions set forth in this policy.

Regulations

General

- The CEO and Library Board retain discretion over the type and manner of all gifts accepted by the library. BCFL reserves the right to refuse any gift.
- BCFL encourages unrestricted gifts, which the library uses at its discretion for those needs, services, and programs that require financial support. BCFL cannot accept gifts on which the donor places restrictions or special conditions, including naming requirements, unless the CEO and Library Board approve those restrictions or special conditions in writing.
- BCFL can accept monetary gifts, including bequests. BCFL will make every effort to accept gifts transferred through securities, beneficiary designations, charitable trusts, and other vehicles. The CEO and the Board of Directors retain discretion over the acceptance and use of gifts of real and personal property, including the discretion to retain, transfer, or sell.
- BCFL reserves the right to decline gifts that are too difficult or expensive to administer, gifts that are too restrictive, and gifts that do not support or advance BCFL's mission or strategic initiatives.
- BCFL will not set a value on non-monetary donations, appraise items, or recommend appraisers. BCFL urges all donors to consult with qualified tax advisors, financial advisors, or legal counsel for professional advice on the tax impact of their gifts.

Donor Relations and Recognition

- BCFL staff and Library Board members will treat donors professionally, respectfully, and with confidentiality.
- BCFL will provide timely and accurate acknowledgment and receipt to donors who provide contact information.
- Consistent with applicable federal and state laws, BCFL may publicly recognize a donor's support by publishing and distributing donor acknowledgement lists, annual reports, announcements, press releases, or other forms of publicity. Donors are required to notify BCFL in writing if they wish for their contributions to be anonymous.
- BCFL will not sell or otherwise make available any donor contact information, except where disclosure is required by law.
- BCFL will not make any promises or agree to any changes directed by a donor to BCFL's mission, policies, collection, programs, services or strategic plan in exchange for a donation.
- BCFL will not offer any goods or services in exchange for a donation. BCFL will not make decisions on vendors or contracts based on any stated or implied contributions to BCFL.

Tributes and Memorials

- BCFL appreciates contributions made in honor or in memory of individuals or to commemorate special occasions.
- Tribute and memorial gifts will generally be used by BCFL to purchase items for its physical and electronic collections. Because of the complexity of the procurement process and collection management system, BCFL is not able to honor requests to purchase specific titles or materials.
- BCFL will provide timely and accurate acknowledgment and receipt to donors as well as honorees or next of kin as requested by the donor.

Third Parties

- BCFL encourages the organization of Friends groups whose primary objective is to support BCFL. These groups may fundraise to benefit BCFL under their own 501(c)(3). Their relationships with BCFL, including requirements for fundraising, are governed by separate agreements.
- Other than Friends groups that have separate agreements with BCFL, no third party individual, group, or organization may solicit funds or make sales on BCFL property for any other purpose than to raise funds to benefit BCFL. Any fundraising activities

where BCFL and a third party individual, group, or organization may jointly benefit from a partnership must be approved and authorized in writing by the CEO.

- The CEO oversees all fundraising activities conducted by library staff. From time to time, BCFL may engage outside professionals to fundraise on behalf of BCFL. BCFL will formalize these relationships in written contracts that must be approved by the CEO and the Library Board. All third parties will be held to the standards set forth in this policy.

Approved by the BCFL Board of Directors 11/14/2017