

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

SUBJECT: DONOR RECOGNITION PROGRAM

REFERENCE #: 95/01      DATE APPROVED: April 12, 1995

REPLACES: 86/12

1. All donations will be recognized by the Library Board regardless of size.
2. All donors will receive a letter of thanks from the Library Board Chairperson and the Library Director.
  - 2.1 The letter of thanks will include a Tax Receipt for any monetary donation over Ten (\$10.00) Dollars.
3. A certificate of recognition will be produced to recognize each donation and the certificate will be used in the donor recognition books. (see 4.4 below)
  - 3.1 All donors who contribute over One Thousand (\$1000.00) Dollars will receive a framed certificate of recognition in addition to the letter of thanks. (Draft Certificate format is attached)
4. Donor recognition books will be set up for each calendar year. These will typically be photo albums with plastic cover inserts, one for each year from at least 1991. (We still need to decide how to handle donor recognition books for donors prior to 1991. The current donor recognition book will be checked for the completeness of past years' information.)
  - 4.1 The Donor Recognition Books will be displayed in a suitable location in the Library. The book for the current year will be open on a lectern for people to browse through. The bookshelves, albums, lectern, etc. will be purchased or obtained from sources in Fort Saskatchewan. (The Library staff will be consulted to help pick the best location.
  - 4.2 The style of the albums chosen will be appropriate for a Library setting.
  - 4.3 There will be one page for each donation. If the same donor gives multiple times in any year, then there will be multiple pages in the book to reflect this.

- 4.4 The certificate of recognition (see 3 above) will be used as the text of the donor page.
- 4.5 The first page in each book will have words such as these on it: "The pages in this book record the generous support provided by individuals, organizations and businesses to the Fort Saskatchewan Public Library. Thank you on behalf of the Library Board and all the Library users."
- 4.6 Each book will contain an index page in alphabetical order listing all the donors. During the year this page will be updated each time a new donor page is added. The page will also be displayed above the book during the current year so that all people who stop at the Donor Recognition Books can see who has given to the Library that year.
5. When specifically requested by a donor, a tag or plaque will be attached to the donated item, e.g. the brass plaque on the Robert A. Thorne collection stand, and the plaque requested by Dow on the terminal that will have the software, donated by them, mounted on it.
6. All donors will also be recognized in the appropriate edition of the BOOKSHELF newsletter.

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RoseAnn Johnston  
Board Chairman

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