

FUNDRAISING POLICY

The Board of Commissioners of the Lewes Public Library recognizes that the Library engages in fundraising and solicitation activity. In order to comply with federal, state, and local laws, as well as applicable ethical norms, the Board has endorsed the following guidelines for fundraising activities that support the mission of the Lewes Public Library.

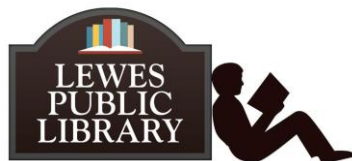
The Board of Commissioners of the Lewes Public Library encourages the interest and involvement of citizens and organizations through bequests, trusts, and donations of monetary or other tangible assets for Library purposes. The Lewes Public Library welcomes gifts of money, books and other materials, equipment, works of art, or property of any kind through which the Library's mission is advanced and strengthened.

The Lewes Public Library has been granted 501 (c) (3) status by the Internal Revenue Service. Gifts to the Library are income tax deductible to the extent allowed by law.

The Library shall provide all donors with specific acknowledgement of charitable contributions, where applicable, in accordance with legal requirements for proper donor substantiation and organization disclosure.

GENERAL FUNDRAISING PROVISIONS:

- A. **OVERSIGHT** - The Library Director and the Development Director are responsible for all strategic development, fundraising, and solicitation activity and provide periodic and annual reviews to the Board of Commissioners.
- B. **TRUTH AND ACCURACY** – All solicitation and fundraising materials and other communications to donors and the public shall clearly identify the Lewes Public Library and be accurate and truthful. Fundraising or solicitation materials shall be reviewed prior to publication for:
 1. material omissions or exaggerations of fact, use of misleading photographs, or any other communication which would tend to create a false impression or misunderstanding.
 2. any statements or content that would tend to create unrealistic donor expectations of what the donor's gift will actually accomplish.
- C. **USE OF FUNDRAISING PROFESSIONALS** – From time to time the Library may contract a third party for fundraising services. Third party fundraisers engaged by the library must be registered with the appropriate state and local authorities, and their representation of the Library must be evidenced by a written agreement approved by the Library Board of Commissioners.



D. **FUNDRAISING PARTNERSHIPS** – Partnerships with private and public agencies, organizations, and/or businesses should increase exposure in the community, achieve the mission and strategic goals of the Library, be of mutual benefit to both parties or enhance the Library’s revenues. Only organizations deemed appropriate and compatible with the mission, goals, and policies of the Lewes Public Library will be considered for potential partnership. The Library reserves the right to deny potential partnerships in circumstances when such a partnership would place an undue burden on Library staff and/or resources. The partnership between the Lewes Public Library and all partners is established through an operational agreement, overseen and approved by the Development Director, Library Director, and Library Board of Commissioners, or any combination of the aforementioned designees. Library partnerships include:

1. cooperative/reciprocal agreements that are generally on-going and involve an exchange of services between the Lewes Public Library and other libraries, governmental, or non-profit agencies.
2. partnerships with corporate entities that involve the donating of services or concessions to the Library for a specific project.
3. sponsorships in which a sponsor donates money, goods, and/or services to the Library for an activity and receives on-going recognition through public awareness for a specific period of time.
4. contractual agreements for services to or from outside organizations to support the Library’s mission, meet the needs of the Library, community, or enhance the Library’s revenue.
5. any program undertaken by the Library and any of its partners must respect the Library’s commitment to intellectual freedom. Partners and/or sponsors cannot influence the selection of materials, programs, services, nor require explicit endorsement of products and services. The Library ensures the confidentiality of user records by not selling or providing access to patron records to any partners/sponsors.

A. **IN-KIND DONATIONS** – the Library may accept in-kind donations such as merchandise, coupons, or complimentary admissions in support of Library programs and fundraisers. In-kind donations will be acknowledged in the Library’s promotional materials and supplemental press, when noted.

B. **ETHICS** – Commissioners, employees and/or volunteers may not make any promise to a donor or agree to any donor-directed changes in the vision, policies, services, collections, or programs of the Library as a result of a solicitation or contribution. All contributors have the right to obtain timely information on how their donation was/will be used.

Adopted by the Board of Commissioners 09/25/2018