

Suffern Free Library - Fundraising

Approved by Suffern Free Library Board of Trustees on May 24, 2022

This policy supersedes all prior policies and practices relative to this subject.

The Suffern Free Library performs fundraising activities to obtain funds that support our mission, operations, activities and programs. The Library and Board of Trustees encourage supplemental sources of funding, such as grants, gifts, donations, partnerships and corporate sponsorships.

Principles

- Demonstrate that sponsors further the Library's mission, goals, objectives and priorities, but do not drive the Library's agenda or priorities.
- Safeguard equity of access to Library services and not allow sponsorship agreements to give unfair advantage to, or cause discrimination against, sectors of the community.
- Protect the principle of intellectual freedom and not permit sponsors to influence the selection of collections, or staff advice and recommendations about Library materials, nor require endorsement of products or services.
- Ensure the confidentiality of user records by not selling or providing access to Library records.
- Be sensitive to the local political and social climate and select partners who will enhance the Library's image in the community.
- Publicity and promotional activities are truthful and non-deceptive.
- No profit or commercial advantage shall devolve upon any person or organization involved in the fundraising project.
- All funds raised will be used for the purpose for which they were raised, and within a reasonable timeframe.

Responsibility - the Board of Trustees and the Library Director are responsible for determining the scope of the fundraising effort and the intended use of the funds that will be raised.

Management – Management of the fundraising effort may be the responsibility of the trustees, Library Director, or Library staff. However, all projects must have oversight by the Library Director who approves all promotional materials and activities in advance.

Acknowledgment. The Library will indicate its appreciation to the donor by either written or verbal communication. The form of recognition may vary depending on the amount that was contributed and the project. Public acknowledgement of a donation will be made only with permission by the Library Director or Board of Trustees.

Proposals – Anyone interested in promoting a fundraising effort should present a proposal to the Library Director. The proposal should include policies and sponsorship agreements that outline the conditions and the benefits of the sponsorship arrangement.

Funds - All funds raised or donated in accordance with this policy are administered by the Library Director for purchase of materials or programs not included in the normal operating budget. Cash and checks should be sent to the Library Director. Checks should be made payable to the Suffern Free Library.