

Donor and Donation Information Policy

Approved: February 20, 2017

Next Review: March 2019

Purpose

This policy is intended to provide guidance and expectations for protection of donor and donation information relating to the Lower Providence Community Library's fundraising activities. In general, anyone involved in fundraising for the Library is expected to value the privacy of donors and protect the confidentiality of all information.

Coverage

This policy applies to all Library Trustees, employees, volunteers, and consultants who are in any way involved with the Library's fundraising activities.

Use of Individual Donor or Donation Information

1. Individual donor or donation information is to be used only for the purposes of supporting the Library and its fundraising efforts.
2. Information regarding donations made in response to the Library's annual appeal letter and unsolicited donations will be kept confidential.
3. Sponsorships in support of fundraising events, such as the Wine Tasting and other events supporting the general operating fund, will be publicly recognized, as indicated in the sponsor solicitation letter, unless the donor requests anonymity.
4. In some instances, such as donations to special fundraising events or capital campaigns, the Library may wish to publicly recognize its supporters. In order to assure the authorized use of individual donor or donation information, all solicitations of contributions to the Library's special fundraising activities will include a provision whereby the donor will be able to indicate his/her preference regarding anonymity of their contribution.
5. Donations received in memory of or in honor of someone are typically acknowledged by the placement of a bookplate, label, or plaque in or on the item purchased with the donation. The plate names the memorialized/honored person and the donor unless the donor requests anonymity. The honoree or the family of the deceased are notified of the donation unless the donor specifies otherwise.

Limits on Collection of Donor Personal Information

The Library, or those involved in fundraising on the Library's behalf, will only collect individual donor information that is necessary in order to accurately record, analyze, and acknowledge contributions, and to comply with applicable laws and regulations.

Storage of Donor and Donation Information

1. All donor and donation information will be treated as confidential and will be handled with discretion.
2. Paper records of donor and donation information shall be stored in a restricted access filing area.
3. Donor and donation information that is stored in electronic form shall be password protected, and access shall be limited to specifically authorized individuals.

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This policy statement shall be made available to each Library Trustee and each staff person. It shall also be made available to any volunteers and consultants who are involved with fundraising activities. Such people will be asked to sign the statement below.

I have read and understand Lower Providence Community Library's policy on Donor and Donation Information and agree to comply with the policy and its procedures.

Signature:

Date: