



Gift Acceptance Policy

The San Diego Public Library Foundation (SDPLF) prioritizes accepting and administering gifts such that donors will receive proper and timely acknowledgement and stewardship, and that gifts will support its mission and strategic direction. Gifts are used for the highest and greatest need if they are donated without specific restriction. Acceptance of any gift binds SDPLF to fulfill the donor's prior-stated wishes for the gift's purpose.

SDPLF commits to adhering to the Donor Bill of Rights, which was created by the Association of Fundraising Professionals and other professional philanthropy groups to ensure the highest standards regarding administering and stewarding donor contributions. These rights are as follows:

- I - To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II - To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III - To have access to the organization's most recent financial statements.
- IV - To be assured their gifts will be used for the purposes for which they were given.
- V - To receive appropriate acknowledgement and recognition.
- VI - To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- VII - To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII - To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX - To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X - To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

SDPLF strives to process all gifts within 48 hours of receipt and to issue timely acknowledgement.

In addition to current gifts, SDPLF actively solicits and accepts bequests and other types of planned gifts as well as outright and planned gifts of real property. Other assets that may be accepted include securities, art and collectibles. Receipt of gifts of non-cash assets will be acknowledged appropriately by SDPLF. The donor must value these gifts for tax or other purposes.

SDPLF may designate a portion of all gifts to enhance its continued capacity to attract support for the San Diego Public Library system. These funds also will further SDPLF efforts to advocate for public support for Library needs and SDPLF activities to increase Library visibility and public awareness about Library programs, services, and philanthropic needs. Any gift restrictions must support SDPLF's mission and strategic direction.

SDPLF stewardship of gifts includes oversight provided by the Board of Trustees and SDPLF management. Stewardship responsibilities include specific processes and actions of SDPLF staff, accounting procedures, audits, and periodic reporting. Donor confidentiality is an important aspect of SDPLF's stewardship responsibilities.

As a means to recognize the generosity of donors and to inspire participation by others, SDPLF strives to provide appropriate public recognition of gifts. This may include the naming of physical spaces, programs, endowments and/or other entities, the Annual Donor Wall and the Carnegie Society Wall. SDPLF respects all requests for donor anonymity.

For additional information, contact the Library Foundation at 619-238-5849.