

**Lincoln Public Library Board
POLICY MANUAL**

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	INDEX: B-13
TOPIC:	Donor Recognition Program	PAGE: 1 of 1
DATE:	September 2002	REVIEWED: December 2010 REVISED: Not Applicable

The purpose of a recognition program is to thank donors, to encourage others to give, and to enhance relationships between the Lincoln Public Library Board and its donors. Every effort will be made to ensure that recognition is meaningful, appropriate for the donation and done in a timely manner.

1. A charitable donation receipt shall be issued for all donations of \$25 or more. Receipts for donations of less than \$25 shall be issued at the donor's request.
2. Charitable donation receipts will be issued only for donations of cash or new materials with a proper receipt in accordance with government guidelines.
3. Cash gifts of \$25 or more and other gifts of significant value shall be acknowledged with a thank you letter signed by the CEO. If appropriate, the CEO or Board Chair may acknowledge the donation with a personal telephone call.
4. Donors may be invited to participate in library activities and special events, as appropriate.
5. Donors and donations may be highlighted in Lincoln Public Library publications or on its Web site. Donors reserve the right to remain anonymous. In lieu of including a name on any public listing of donation, "Anonymous" will be inserted.
6. Bookplates may be placed in solicited and unsolicited books upon request. A special bookplate may be made for memorial gifts.