

San Francisco Public Library Commission Policy Manual

Neighborhood Library Campaign Gift Recognition Policy #603

Section: Facilities

Adopted: Sept. '03

Revised:

PURPOSE

The purpose of recognition is to commemorate the gifts of all donors. Therefore, all gifts to the Neighborhood Library campaign will be recognized. Donors who prefer to remain anonymous will indicate this preference on their campaign pledge form.

Donor recognition will include the naming of specific funds, programs, facilities, spaces and fixtures associated with the Neighborhood Library Campaign being sponsored by the Friends & Foundation of the San Francisco Public Library.

The purpose of naming is to inspire exceptional giving at levels that enable the campaign to attain its goal within the anticipated time period of five to seven years. Naming opportunities are based on gifts received during the campaign period.

There may be cases where the objectives of a donor require special consideration. Friends and Foundation staff will assist donors in designing gifts that match donors' interests with those of the Library.

POLICY

Types of Recognition:

All branch gifts will be acknowledged in a permanent book titled "The Honor Roll of Gifts" that will become a part of the permanent collection of each branch library. During the campaign, this book will be displayed or shelved in a prominent location at the branch library, under protective cover and updated as new donations for the branch library are received.

All gifts of \$1,000 and more will be acknowledged with permanent recognition on a plaque or other publicly visible fixture placed in the branch location in an area approved by the Library.

All gifts of \$5,000 to \$25,000 will be acknowledged as above in a distinct category for special gifts and with the additional option to place a name plate on any fixture or furniture universal to all branches such as the end of book stacks or tables and chairs. Friends and Foundation will create a "catalogue" of selected items appropriate for name plates in the branches. The Library and the Library Commission will approve the items in this catalogue.

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All gifts of \$25,000 to \$100,000 will be acknowledged as above with a distinct category for major gifts and with the additional option to place a name plate adjacent to a room or other specifically designated area within the branch library. In either case the naming recognition for spaces/ rooms will read as follows:
“_____room/space is made possible through the generous donation from _____.”

All gifts of \$100,000 and up will be acknowledged as above with a distinct category for leadership gifts and with the additional option of permanent recognition for the citywide Neighborhood Library Campaign at the Main Library. Donors at this level (gifts of \$100,000 or more) of giving may request recognition at one or more branch libraries benefiting from their donation.

The Library Commission must approve all and any exceptions to this policy.

As approved SEPTEMBER 18, 2003