

## San Francisco Public Library Commission Policy Manual

Development Policy

Policy #402

Section: Administration

Adopted: Jan. '90

Revised

### Library Policy on Development

Only those groups and individuals officially authorized by the Library Commission may raise funds in the name of the San Francisco Public Library. The authority to use the name of the Library is limited and is only for the purpose of raising funds for the Library. Those groups and their roles are stated in the addendum. The City Librarian is requested to canvas the San Francisco Public Library system for all internal fund/grant raising activities, develop a process for including them in this coordination process and report back to the Commission.

Any group of San Francisco Public Library departments or San Francisco Public Library employees authorized agrees to coordinate all fundraising activities with an oversight team established by the City Librarian. These groups will regularly inform the Commission of their progress and activities either directly or through the City Librarian.

Because of the high-profile nature of the Library Foundation Campaign, all groups will work under a unifying theme for the duration of that campaign. This theme will be developed by the oversight team and the City Librarian in cooperation with the Commission.

All monies raised will be in support of San Francisco Public Library goals and objectives as defined by the Commission. This will be done in accordance with existing City Charter and Administrative Code provisions.

The San Francisco Public Library system must have an effective community-business-government partnership in order to raise the necessary funds to achieve its goal of becoming one of the nation's great libraries by the 21<sup>st</sup> century.

The San Francisco Public Library Commission applauds and encourages the efforts of those individuals and groups seeking to help the Library meet its strategic service goals for the people of San Francisco. The intent of this resolution is to tie together all fundraising activities for the San Francisco Public Library under a single policy umbrella in order to maximize the success of each effort. It is hoped these important activities can be aided by setting up a coordination process, defining clear roles and objectives, and establishing a policy on gift recognition.