



“Our Roots are in Books”

102 East George Street
Carmichaels, PA 15320
724-966-5263 Phone 714-966-9511 FAX
www.flenniken.org

Donor Privacy Policy

The Flenniken Public Library respects the rights of individuals and groups seeking to donate or who have donated to the library. All parties involved in library fundraising are expected to respect and value the privacy of donors and are expected to protect the confidentiality of all information received. This policy applies to any and all individuals, groups, or organizations who are in any way involved in fundraising activities by or on behalf of the Flenniken Public Library.

The Library, or those involved in fundraising on the Library's behalf, will only collect individual donor information that is necessary to accurately record, analyze, and acknowledge contributions, and to comply with applicable laws and regulations. Donor information is to be used only for the purpose of supporting the Library and the Library's fundraising efforts. Information regarding donations made in response to the Library's annual appeal letter and unsolicited donations will be kept confidential. Sponsorships in support of fundraising events, and other events supporting the general operating fund of the Library will be publicly recognized, unless the donor requests anonymity. Donor information will be treated as confidential and handled with discretion, will be stored in a non-publicly accessible area of the library, and only handled by specifically authorized individuals who have agreed to abide by the terms of this policy. The Flenniken Public Library utilizes a donor management database for the purpose of analyzing statistical information and informing future fundraising efforts.

In some instances, the Library may wish to publicly recognize its supporters. To assure the authorized use of individual donor or donation information, all solicitations of contributions to the Library's fundraising activities will include a provision whereby the donor will be able to indicate their preference regarding the anonymity of their donation. Donations received in honor of or in memory of an individual or group are typically acknowledged by the placement of a bookplate, label, or plaque in or on the item(s) purchased with the donation. The plate names the honored/memorialized person or group and the donor, unless the donor requests anonymity. The honoree or family of the deceased are notified of the donation, unless the donor specifies otherwise.