



PPLC Donor Policy

The Pinellas Public Library Cooperative (PPLC) has adopted this policy to assure prudent and discreet use of all information pertaining to individuals and organizations that have contributed, pledged, or are prospects to contribute or pledge gifts to PPLC and its service agencies (Born to Read, Deaf Literacy Center, Talking Book Library, et al).

Records, files, and other material gathered or produced by PPLC in relation to actual or prospective donors will be held strictly confidential by PPLC officers, personnel, and volunteers.

PPLC will not sell or trade a donor's personal information to any other entity without the donor's written permission. Records of all private gifts, grants, pledges, and expectancies to PPLC are maintained in the Administration Office. It is the responsibility of those who keep and use these records to protect the privacy of donors to the fullest extent possible, except when the donor's approval has been secured to announce a gift, pledge, etc., publicly, or when required by legal subpoena, as specified below.

Information in regard to specific private gifts, grants, pledges, or expectancies will be released to outside agencies only under legal subpoena, with the approval of PPLC's counsel, or with permission from the donor.

All media inquiries are fielded by the Administration Office designees of PPLC, which have been oriented as to PPLC's confidentiality policy. Employees outside of the Administration Office who are contacted by representatives of news media organizations direct all inquiries to the Senior Staff of the Administration Office for appropriate handling.

PPLC exercises special caution to protect the identity of donors who wish to remain anonymous. The names of anonymous donors, as well as other identifying information, is withheld on gift reports and other documents.

Volunteers who work with confidential material necessary for the evaluation, cultivation, and solicitation of donors are oriented in regard to the confidentiality of that information.

Employees of PPLC and its service agencies who violate policies in regard to confidentiality are subject to dismissal.

Adopted 05/28/08