

## GIFT POLICY

The library will accept gifts according to the following guidelines:

- ❖ The gift of media (book, video, or audio) must fit into the selection policy of the library. If the library already owns the media, the donor will be given the choice of keeping the item(s); or, allowing the library to sell it to the public and the library will retain the proceeds of the sale.
- ❖ The gift of money, real estate, stocks, or other financial instrument will be accepted by the Board of Trustees providing the gift has no extenuating conditions. It will be the responsibility of the Board of Trustees of the Library to manage such gifts.
- ❖ Cash gifts for the purpose of purchasing additional media for the library will be accepted. These may be given for the purpose of memorializing a friend or loved one; or, for no specific stated purpose. Selection of the media will be the responsibility of the library staff, although suggestions by the donor will be honored whenever possible. Memorial plates will be affixed inside the book if the donor so desires.
- ❖ Gifts of special collections, furniture, or other items will be accepted on a case by case basis following consideration of the Library Board of Trustees. All such gifts should be offered to the Board before any firm transactions are made on the part of the donor.
- ❖ Tax Itemization Forms for Donations to the Rockford Public Library will be available at the Circulation Desk.
- ❖ The Library will not accept for deposit materials that are not outright gifts.

**Reviewed and Reapproved January 2015**