

GIFTS AND DONATIONS TO THE LIBRARY

General

The Rochester Public Library District is grateful for gifts and donations. The collection has been enriched because of gifts and donations. Through donors, the library has been able to acquire materials which it may not have been able to purchase otherwise.

Gifts and donations are accepted year-round, contingent upon available storage space. All gifts are accepted with the understanding that they will be used, sold, or disposed of in the best interest of the Library. The Library cannot commit to perpetually housing a donation. The Library Director, or the Board of Trustees, accept gifts and donations when it is determined to be in the best interest of the Library.

No donation can be accepted unless it is given to the Library without restrictions, unless the Board of Library Trustees has specifically adopted an agreement to do so (see Gift Agreement form). A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts.

The library cannot appraise the value of a donation of materials or art. Upon request, the Library will provide a receipt or letter to the donor acknowledging the donation. Gifts and donations to the Library may qualify as a tax deduction, however, donors are encouraged to consult with their tax professional to ensure the gift or donation qualifies.

Donations of Books and Other Media

The Library accepts donations for fiction and non-fiction books, music (CDs only), video games for the latest generation of consoles, and DVDs provided the materials are:

- (1) not more than ten years old, and
- (2) in good condition (no ripped covers, broken spines, written in books, or no materials with mold, insect, or other damage).

The Library **will not accept** any of the following materials:

- magazines,
- textbooks,
- encyclopedias,
- Reader's Digest condensed books, or
- VHS and cassette tapes.

Donations of art and other types of materials are welcomed and a final decision on their acceptance

rests with the Library Director and the Board of Library Trustees.

All materials donated become the property of the Rochester Public Library District and will be used as the Library desires. Please contact the circulation desk at 217-498-8454 to see if we can accept your donation.

All materials must be brought into the library and may not be left in the book drop or outside the library doors. Due to space and storage constraints, the Library can accept only two bags or boxes per donation. Materials that are donated to the Library must be in containers that do not have to be returned. Please use bags or boxes. The Library is not responsible for returning crates.

Not all items donated to the library will be added to the collection. The majority will become part of the ongoing or regular book sale, which is operated by the Friends of the Rochester Library. Proceeds from the book sale are used by the Friends of the Rochester Library to support library programs, expand the collection of library materials, and fund other operational and material needs of the Library.

For materials that the library cannot accept, we encourage patrons to recycle or donate them to the Salvation Army.

Gift Book Program

The Library welcomes monetary contributions for book purchases in memorial to or in honor of named individuals. If the donor so desires, the Library will place within the book the name of the donor or honoree. The donor must complete the “Gift Book Program” form so that the Library can honor the appropriate individual.

Monetary and Other Donations

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor.

Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director and the Board of Trustees.

Adopted: January 2000

Revised: January 2019

GIFT BOOK PROGRAM

I/we would like to contribute \$_____ for a book to be placed in the library.

As a memorial for: _____

or in honor of: _____

on the occasion of a birthday_____, wedding anniversary_____,
graduation_____, or other (please specify)_____.

The subject matter we prefer for this book is (please specify if you have a preference)

The Library will notify the following that this donation has been added to the Library’s collection in **memory of or honoring** the above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship: _____

Name of person to be notified: _____

Address of person to be notified: _____

Donor Information

Name of donor: _____

Address of donor: _____

Please make checks payable to the Rochester Public Library District

Please return this form to: Library Director

Rochester Public Library District

1 Community Drive or PO Box 617 Rochester, IL 62563

GIFT AGREEMENT FORM – RESTRICTED GIFTS

Upon acceptance of the gift with restrictions by the Board, ownership of the gift may be transferred to the Rochester Public Library District and the Library agrees to the restrictions described on this form.

TO BE COMPLETED BY THE DONOR:

Donor _____ Date _____

Address _____
(Street) (City) (State) (Zip)

Please describe the item(s) to be donated to the Library:

Please describe the restriction on the gift to be donated to the Library:

I have read the gift policy provisions of the Rochester Public Library District and agree that they are acceptable.

Donor signature: _____ Date _____

TO BE COMPLETED BY THE LIBRARY:

The Library Director recommends the Board take the following action with respect to the gift and restrictions requested by the Donor:

- ACCEPT
- DECLINE

Library Director signature _____ Date _____

BOARD ACTION:

The Rochester Public Library District Board of Trustees (ACCEPTS/ DECLINES) the gift with restrictions described on this form.

Date of Board Action _____

President of Library Board signature _____ Date _____

Secretary of Library Board signature _____ Date _____