



## DONATIONS POLICY

*Approved by the Rochester Public Library Board of Trustees on June 16, 2021.*

Rochester Public Library (RPL) appreciates and accepts gifts from the community that assist our mission of welcoming all to connect and learn.

- All gifts of books, media, and other items accepted by RPL become the property of RPL.
- All gifts of books, media, and other items are made to RPL without display, preservation, retention, or disposition restrictions.
- Unused gifts of books, media, or other items will not be returned to the donor by RPL.
- All gifts of books, media, or other items that are unused by RPL will be transferred to the Rochester Public Library Foundation or the Friends of the Rochester Public Library for sale.
- All gifts of items other than library materials will be recorded through the Donations Form.
- The donor transfers all rights and title to the copyright, trademark, and any related interest associated (insofar as the donor holds them) to RPL.
- Upon request, a receipt will be provided for gifts of books & media. The Collection Development Policy is used to determine if materials will be added to RPL's collection.

As a department of the City of Rochester and under the law of the State of Minnesota, gifts made to RPL for public purposes may be tax-deductible. RPL makes no representations, agreements, or statements regarding the value of donated property. Donors should consult with independent tax and appraisal professionals at their own expense.