



## DONATION POLICY

June 11, 2018

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The Rapid City Public Library accepts donations of books, art, and other materials with the understanding that donations are final and become the property of the Rapid City Public Library. The library reserves the right to use, dispose of, or refuse donations, and cannot guarantee that any donation will become part of the collection or be kept permanently. The library also accepts long-term loans of art, as approved by the Library Board of Trustees.

**Donations of materials:** Donations of books and other materials are accepted with the understanding that they are added to the collection according to the same “Criteria for Selection” for purchased materials. Most material the library is unable to use is given to the Friends of the Library for sale or disposal.

**Donations or loans of art:** See the Displays and Programming Policy.

**Memorial or other monetary donations:** Monetary gifts are accepted by the Rapid City Library Foundation on behalf of the library. If the donor wishes particular items to be purchased, they must fall within the “Criteria for Selection” guidelines.