



**DOWNTOWN LIBRARY**  
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.6139

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Date: June 14, 2021  
To: Rapid City Public Library Board  
From: Emily Tupa, Policy Committee Chair  
Re: Donation Policy

Date: June 9, 2021  
To: Emily Tupa, Policy Committee Chair  
From: Sean Minkel, Assistant Library Director  
Re: Donation Policy

**Motion:** Move to approve updates to the Donation Policy as presented.

**Background:** The Donation Policy identifies the various types of donations given to the library as well as criteria surrounding their selection and dispensation.

The primary change to the Donation Policy is the replacement of a section referencing the Displays and Events Policy with the actual information from that policy. By keeping all of the donation information in one place, finding and maintaining accurate information will be easier.

A sentence requiring the public to call in advance to schedule a donation was removed. In practice, this rarely occurs and library staff assist with donations whether or not they are scheduled.

All other changes to the policy were made to simplify language.