

## **GIFTS OF MATERIALS**

Rockford Public Library accepts or rejects gift material at its discretion. Gifts must be unconditional and non-returnable to be used for the good of the Library as a whole and housed in the most appropriate Library location. Gift materials to be added to the Rockford Public Library collection must meet the Library's needs and the Materials Selection Policy. Any large donations of material which would comprise a unique or coherent collection would be subject to restrictions as determined by the Executive Director.

The decision to accept or reject gift material is based on the Rockford Public Library Materials Selection Policy and the professional judgment of the Collections Manager.

Gift material not accepted into the Library collection may be disposed of at the staff's discretion. No monetary appraisal is made of material donated for the donor. The quantity of the gift material may be acknowledged for tax purposes at the request of the donor.

Gifts of money for the purchase of material, including memorial gifts are accepted by the Library with the understanding that the Library retains the right to select material it deems appropriate formally for its collection.