

Gift Policy

Rawlins Municipal Library greatly appreciates donations of materials that will enrich the existing collection and support the mission of Rawlins Municipal Library. Any donation or gift provided to Rawlins Municipal Library must be consistent with the library's policies, mission, and strategic plan.

Donations of Books

Donated books are evaluated according to the same criteria that are applied to purchased materials using the library's Collection Development Policy. Donated materials that cannot be used in the collection will either be donated to the Friends of the Library group to sell at a book sale or be passed onto patrons in the form of prizes. All donations become sole property of Rawlins Municipal Library.

Rawlins Municipal Library is not able to accept the following donations:

- Outdated information with a copyright date of five years or older
- Textbooks or encyclopedias
- Reader's Digest abridged or condensed books
- Books that are dirty, grimy, musty, moldy, or mildewed
- Books with torn pages, missing covers, or that have been written in
- Periodicals, including National Geographic magazines
- Puzzles with missing pieces
- VHS tapes, DVDs, audio books

Donations of Other Property

Other donations of items will be evaluated on a case-by-case basis. Individuals wishing to donate should contact the Library Director to discuss the donation. The Library Director will work with the governing body and the Rawlins Municipal Library Board of Trustees to determine if the donation is acceptable.

Monetary Gifts

There is a small donation jar at the front desk. Monies received in the donation jar will be deposited into the library's BankWest checking account. Monetary gifts of large amounts will be accepted if the conditions attached to the gift are acceptable to the governing body and the Rawlins Municipal Library Board of Trustees. Monetary donations will be stored in trust for major purchases that will be authorized by the governing body and the Rawlins Municipal Library Board of Trustees.

Approved by the Rawlins Municipal Library Board of Trustees November 23, 2015

Reapproved by the Rawlins Municipal Library Board of Trustees May 20, 2019

Reapproved by the Rawlins Municipal Library Board of Trustees April 24, 2023

GIFT RECEIPT

Rawlins Municipal Library can issue a gift receipt for the number of items received at the time of donation. The donor is required to furnish a count of the items. Estimates of fair market value for income tax purposes are the responsibility of the owner.

RAWLINS MUNICIPAL LIBRARY GIFT RECEIPT

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

EMAIL _____

**I HEREBY DONATE THE FOLLOWING ITEMS TO
RAWLINS MUNICIPAL LIBRARY**

_____ Hardcover Books

_____ Paperbacks

_____ Puzzles

_____ Other

_____ Description of Other Property

RECEIVED BY _____

DATE _____

HOW CAN I PURCHASE A MEMORIAL GIFT OR BOOK FOR RAWLINS MUNICIPAL LIBRARY?

To purchase a gift book for the library, print and fill out the Gift and Memorial Book Donation form (see PDF file on the library website once the policy is approved) and return the form and monetary donation in person or by mail to:

Rawlins Municipal Library
Attn: Memorial Gifts
1000 E. Church St.
Pierre, SD 57501

The person or group purchasing the gift book may choose to donate any amount of money for the purchase of one or more books. The average cost of an adult, hard covered book is around \$30.00. Large print books cost around \$40 each. Children's books are also another good choice for memorials and gifts. Hard covered children's books range from \$15 to \$20 per book. You may also give an amount that can be used to purchase multiple books for our collection.

You may decide to make the gift even more special by choosing a subject area that is/was of interest to the person being honored. We will then find a new book that will fit into our collection in that subject area that will be purchased in the amount of money donated. Please note that all purchase requests must comply with the Collection Development Policy at Rawlins Municipal Library.

When you purchase a gift book for the library, we will place a special book plate inside the front cover of each book that lists the name of the donor and the name of the person being honored or remembered. Also, cards will be sent to the person being honored or the family of those who are being memorialized to let them know of the donor's purchase for the library. Your gifts to our library in memory or in honor of a friend or loved ones are a lasting way to remember a special person that will be shared and enjoyed by all library patrons who read it for many years to come.

RAWLINS MUNICIPAL LIBRARY GIFT AND MEMORIAL BOOK DONATION FORM
****Please complete a separate form for each person being honored or remembered.****

PRESENTED BY: _____
(This is how the donor(s) names will appear on the book plate.)

PLEASE FILL OUT ONE OF THE BELOW FIELDS:

IN MEMORY OF: _____

OR

IN HONOR OF: _____

ADDRESS TO SEND NOTIFICATION CARD:

SUBJECT AREA: _____

(If there is no particular subject area that you want us to search for, please leave this section blank. We will use a book that fits our collection where the need is greatest.)

DONOR NAME: _____

DONOR ADDRESS: _____

DONOR PHONE: _____

DONOR EMAIL: _____

DONATION AMOUNT: _____

Return Form To:
Rawlins Municipal Library
1000 E. Church Street
Pierre, SD 57501
605-773-7421