



The San Rafael Public Library encourages and welcomes gifts, donations, and bequests (hereinafter “Gifts”) to the Library. Such gifts may include time, money, art, equipment, or services rendered free or below cost, among other valuable commodities. Gifts may be given to the San Rafael Public Library (“Library”) or to any of the nonprofit support groups that raise funds for Library programs and services. Gifts given to the Library shall supplement existing funds appropriated for use by the Library, and shall not supplant funds appropriated for Library salaries or maintenance or operations of the Library. The Library does not accept conditional Gifts without a prior written agreement. The Library & Recreation Assistant Director (City Librarian) can assist donors in designing Gifts that match donors’ interests and objectives with those of the Library.

Monetary gifts to the Library

The City Librarian is authorized to accept Gifts that support the Library’s program and mission. When a Gift is accepted, the City Librarian may elect to use such Gift within the framework of the Library’s operations. The City Librarian may accept or refuse any Gift. In order to inspire exceptional Gift giving at levels that enable the Library to attain its goals, Gifts exceeding \$5,000 may result in a recognition plaque or marker in a designated room or area of a Library building. The Library reserves the right to maintain, replace, relocate or remove any donor recognition plaque or other form of donor recognition at its discretion.

Material donations for the collection

The Library accepts donations of non-cash Gifts in conformance with other City policies and procedures, including donations of books and media materials in good condition. The Library reserves the right to reject any donated item for any reason. All donations are subject to the following provisions:

- A donated item becomes the property of the San Rafael Public Library (Library).
- The Library is under no obligation to add a donated item to the collection, nor to notify the donor of the disposition of that item. A donated item may be reviewed for possible addition to the Library’s collection, based on condition and customary selection criteria.
- Items not added to the collection are given to the Friends of the San Rafael Library for their book sales, proceeds of which benefit the Library. Once transferred to the Friends, items become their property. Small quantities of donated items (up to one bag or box) are accepted at library facilities, but it is recommended that donations be taken directly to Friends Books, 1016 C St, San Rafael, CA 94901 or arranged by contacting (415) 453-1443.
- Donations to the library may be eligible for tax donations; check with your tax advisor.
- Review or solicitation copies submitted for consideration as potential acquisitions are accepted under the same terms as those for donated items.